

URBAN/MUNICIPAL

CAB ON HW L.65

H18
1992

AGENDAS / MINUTES OF THE
HAMILTON WENTWORTH REGION
AIRPORT MANAGEMENT BOARD
Oct 15. 1992 -

**HAMILTON-WENTWORTH REGION
AIRPORT MANAGEMENT BOARD**

URBAN/MUNICIPAL

CA30N HW L65

H18

1992

A G E N D A

DATE: Thursday, October 15, 1992

TIME: 8:30 a.m. o'clock

PLACE: Hamilton Airport Terminal Building

1. GENERAL

- a) **Declaration of Interest** re: Municipal Conflict of Interest Act
- b) **Minutes** of the September 10, 1992 meeting of the Hamilton-Wentworth Region Airport Management Board

2. CONSENT AGENDA

2.1 For the Information of the Board:

- a) **Minutes** of the September 24, 1992 meeting of the Operations Sub-Committee
- b) **Minutes** of the September 30, 1992 meeting of the Marketing Sub-Committee
- c) Airport Accounts Receivable Over 90 Days as at September 29, 1992
- d) Correspondence dated August 26, 1992 from Shirley Martin, Minister of State for Transport, to Rider Travel Group respecting use of Hamilton Airport
- e) Correspondence from Nick Catalano to United Parcel Service (Canada) Ltd. respecting Hamilton Airport - Development
- f) Report from the Regional Chairmen's LAA Task Force respecting The Establishment of an LAA for the Greater Toronto Region

- g) Truck Access to Hamilton Airport (DT 55/92/RDS 92-01)
Referred by Transportation Services Committee on September 28,
1992

3. DISCUSSION AGENDA

**3.1 1993 Preliminary Operation and Maintenance Budget - Hamilton Airport
(AIR 92-051)**

That the 1993 Preliminary Hamilton Airport Operation and Maintenance
budget in the amount of \$1,867,450 be received and forwarded to Transport
Canada for consideration.

**3.2 Terms of Reference for Proposal Call for Development of Lots C12 and C13 -
Hamilton Airport (to be distributed)**

3.3 Code of Ethics for Airport Management Board Members (CAO-92-028)

That the report be received.

3.4 Discussion of Consent Items

4. OUTSTANDING BUSINESS DATE ACTION STATUS

Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending
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5. ADJOURNMENT

1 b)

**MINUTES OF THE HAMILTON-WENTWORTH REGION
AIRPORT MANAGEMENT BOARD**

The Hamilton-Wentworth Region Airport Management Board met at 8:30 a.m. on Thursday, September 10, 1992 in the Hamilton Airport Terminal Building.

Present: Chairman (Regional Chairman) R. J. Whynott
Vice Chairman K. Gregg
Councillors D. Agostino, G. Etherington, H. Merling,
D. Wilson; O. Boris, L. Culver, B. Gillespie, J. Mongeon,
J. Skelton

Absent with regrets: Councillor R. Wade - Regional Business

Also present: Councillor F. MacIntyre; Messrs. K. Muller, B. McSween,
S. Galbraith, N. Catalano; Mme. C. Biggs

1. GENERAL

- a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None
- b) **Minutes** of the August 13, 1992 meeting of the Hamilton-Wentworth Region Airport Management Board

(Wilson/Mongeon)

Be received and adopted as presented.

CARRIED.

2. CONSENT AGENDA

- 2.1 **Temporary Trailer Site Lease - 987085 Ontario Inc., c/o Aero Futures (AIR 92-049)**

(Skelton/Mongeon)

- a) That the application of 987085 Ontario Inc., c/o Aero Futures, to lease space for a temporary trailer site located west of the Hamilton Flying Club to operate a flight training unit, be approved, subject to the following:
 - i) That the applicant enter into a one-year lease agreement with the Region in a form satisfactory to the Commissioner of Legal Services and Transport Canada;

- ii) That the rental rate for this temporary trailer site be established at \$100 per month, plus a 10% administration/maintenance fee, resulting in an annual rental rate of \$1,320, to be paid in monthly instalments of \$110 (GST not included), plus realty taxes commencing September 1, 1992, and subject to any future Transport Canada rental increases;
 - iii) That the minimum charge for sewer and water charges be established at \$20.97 per month, plus a 10% administration/maintenance charge, resulting in a monthly charges of \$23.07;
 - iv) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the lease;
 - v) That the monthly land rental rate be credited to the Land Rental - Lease Account No. 1-46006-343199, the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199, and the monthly sewer and water charges be credited to the Recoverable Services Account No. 1-45027-343199;
 - vi) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of \$1,000,000, naming the Region and Transport Canada co-insureds;
 - vii) That a 30-day termination clause be included in the one-year lease agreement for both parties;
- b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the lease documents on behalf of the Region.

2.2 For the Information of the Board:

(Wilson/Gillespie)

That the following items be received:

- a) Minutes of the August 26, 1992 meeting of the Marketing Sub-Committee
- b) Airport Accounts Receivable Over 90 Days as at August 24, 1992

- c) Write-Off of Outstanding Amounts from Hamilton Air Services Inc. (AIR 92-050)
- d) Request from Phil Nelson, C.E.O., KnightHawk Air Express Ltd., to appear before the Committee respecting Airport Development

Note: Letter distributed under separate cover - **CONFIDENTIAL**

The Board agreed to entertain Mr. Nelson's request to address the Board In Camera.

- e) Resolution from the Township of Glanbrook supporting an alternate truck route access for Hamilton Airport consisting of Fiddler's Green/Butter/Airport and Glancaster to Carluke Road
- f) Correspondence from the Town of Ancaster "not to support the reinstatement of truck routing from the area of Highway 53 and Fiddler's Green Road to Hamilton Airport"
- g) Correspondence from Mayor Robert M. Morrow to Mr. R. J. Daniels respecting further expansion at Pearson Airport

3. DISCUSSION AGENDA

3.1 Business Arising from Marketing Sub-Committee - August 26, 1992

a) Protocol for Media Relations (Item 2)

The Chairman advised that members of the Board are free to discuss matters with the media which are discussed Out of Camera; however, items which are discussed In Camera and information passed around the table In Camera must be kept confidential.

K. Muller will bring a report on this issue to the October meeting of the Board.

3.2 Discussion of Consent Items

2.2(a) Minutes of the August 26, 1992 meeting of the Marketing Sub-Committee

(Gregg/Skelton)

That the Minutes of the September 26, 1992 meeting of the Marketing Sub-Committee be received and adopted as presented. **CARRIED.**

NEW BUSINESS #1

Liability Insurance for Environmental Protection

O. Boris expressed concern over the cost to tenants for the provision of environmental protection insurance.

(Merling/Wilson)

That staff be directed to investigate the cost to tenants for the provision of environmental protection insurance, and bring a report to the next Board meeting, and that the information be shared with the Airport Tenants' Association. **CARRIED.**

NEW BUSINESS #2

The following items were received:

- a) Correspondence from the Airport Tenants and Operators Committee (Hamilton) extending an invitation to Board members to attend their meeting on September 16, 1992

Note: The Board directed that Mr. B. McSween attend the meeting.

- b) News Release from the Ministry of the Environment respecting "Environment Minister Accepts New Highway 6 Environmental Assessment"
- c) Map from Economic Development Department outlining the Old Golf Course Property

NEW BUSINESS #3

Role of the Board and Airport in New Programs

Councillor D. Agostino suggested that the Board and airport staff should be involved when a new program is introduced at the Airport or by an airline. K. Gregg indicated that this is an area which will be pursued by the Marketing Sub-Committee.

- 2.2(d) Request from Phil Nelson, C.E.O., KnightHawk Air Express Ltd., to appear before the Board respecting Airport Development

On motion (Wilson/Mongeon) the Board moved In Camera. **CARRIED.**

K. Gregg declared an interest as he has been approached by a financial institution to act in a capacity which may result in a potential contract, and refrained from discussion.

Messrs. P. Nelson, C.E.O. of KnightHawk Air Express Ltd., and B. Kennelly, Vice President of Can-Aero Leasing Inc. addressed the Board.

The Board moved Out of Camera.

(Wilson/Merling)

That the Chairman forward a letter to KnightHawk Air Express Ltd. thanking them for their interest in development at the airport, and advising them that a proposal call will be forthcoming in the near future, at which time their proposal can be submitted.

CARRIED.

The Board adjourned at 10:45 a.m.

Chairman

Secretary



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U.B #2(a)

**AIRPORT TENANTS & OPERATORS COMMITTEE
(HAMILTON)**

c/o Box 207, Mount Hope, Ontario L0R 1W0

1992 September 3

Chairman and Members
Hamilton Wentworth Region
Airport Management Board

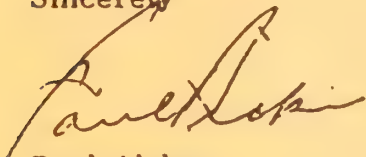
Dear Chairman and Members

An Airport Tenants and Operators Committee meeting will be held at the 447 Wing on Wednesday, September 16, 1992, at 2:00 p.m.

ATOC has served as a vehicle for the communication and planning between tenants, operators, airport management, and various levels of government involved in the airport and your attendance is necessary to participate in the present and future aspirations of this airport.

It is anticipated that an agenda shall be distributed the week before the meeting. Any member, or future members, wishing to include agenda items, please call either Bill Marsh, Glanford Aviation Ltd., at 679-3558 or Paul Aicken, Hamilton Control Tower, at 679-6116.

Sincerely



Paul Aicken
Interim/Chairperson

PA/jf



N.B. #2(1)

news release

Ministry
of the
Environment

September 3, 1992

FOR FURTHER INFORMATION:

Lorrie Pella (416) 440-3472
Environmental Assessment Branch

Gerry Merchant (416) 323-4333
Public Affairs and
Communications Services Branch

ENVIRONMENT MINISTER ACCEPTS NEW HIGHWAY 6 ENVIRONMENTAL ASSESSMENT

The Ministry of Transportation's environmental assessment for the new Highway 6 from Hamilton to Caledonia has been accepted, Wentworth East MPP Mark Morrow announced today on behalf of Environment Minister Ruth Grier. The proposed new Highway 6 is designed to be a six-lane, fully grade-separated and divided rural freeway.

This notice of acceptance is not an approval. It means that the environmental assessment document is complete and contains sufficient information for the minister to decide whether or not to approve the project.

The project is now entering a second review period during which anyone who previously made a written submission has until Oct. 6, 1992 to request an environmental hearing. After this additional review period, the Minister will make one of the following choices: approve the project, approve the project with conditions, reject the project or require an Environmental Assessment Board hearing.

"This project will help the Hamilton region deal with its population growth and provide the needed infrastructure to manage its future economic activity," Mr. Morrow said.

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The new Highway 6 is expected to:

- improve accessibility to the Hamilton Civic Airport
- manage traffic growth in the Townsend and Nanticoke area
- re-route truck traffic from residential areas in Hamilton
- facilitate use of the Caledonia by-pass

"This project will give people living in Haldimand Norfolk better access to the highways that serve the region," Norfolk MPP Norm Jamison said. "The announcement is a welcome step towards a long awaited need to service the community. The improved access can only lead to the promotion of the region's industrial base and tourism industry which would help renew the economy and provide jobs."

During the public review comment period following the completion of the government review of the new Highway 6's environmental assessment, general concerns included: the disruption to waterfowl, wildlife and woodlots, noise and loss of agricultural land.

The Ministry of the Environment has reached an agreement in principle that the Ministry of Transportation will review the design drawings of the highway to minimize impacts on local property owners and the environment.

The Hamilton and Ancaster city councils have given their support to the project.

Map of the Hamilton area showing the location of Hamilton Airport. The map includes a compass rose, a scale bar, and labels for 'TRANSPORT CANADA' and 'HAMILTON AIRPORT'.

CONSENT

AGENDA

MATERIAL

2.1a)

**MINUTES OF THE HAMILTON WENTWORTH REGION
AIRPORT MANAGEMENT BOARD
OPERATIONS - PHYSICAL PLANT SUB-COMMITTEE**

The Hamilton Wentworth Region Airport Management Board Operations - Physical Plant Sub-Committee met at 12:00 p.m. (noon) on Thursday, September 24, 1992 at the Hamilton Airport Civic Restaurant.

Present: J. Skelton
O. Boris

Absent with Regrets: Councillor H. Merling

Also Present: Mr. J.B. MacSween, Mme J. Furlani

NEW BUSINESS

**1. AMALGAMATION OF THE OPERATIONS - PHYSICAL PLANT AND FINANCE
& ADMINISTRATION SUB-COMMITTEES**

That the amalgamation of the Operations - Physical Plant and Finance & Administration Sub-Committees until such time as activity levels warrant, be considered.

On motion (Boris/Skelton) the Hamilton Wentworth Region Airport Management Board Operations - Physical Plant Sub-Committee adjourned at 1:20 p.m.

2.1 b)

**MINUTES OF THE HAMILTON WENTWORTH REGION
AIRPORT MANAGEMENT BOARD
MARKETING SUB-COMMITTEE**

The Hamilton Wentworth Region Airport Management Board Marketing Sub-Committee met at 7:30 a.m. on Wednesday, September 30, 1992 at the Royal Connaught.

Present: Chairman K. Gregg
J. Mongeon
L. Culver

Absent with regrets: Councillor D. Agostino
B. Gillespie

Also Present: Messrs. S. Galbraith, N. Catalano, J. Skelton
Mme. J. Furlani

1. GENERAL

- a) Minutes of the August 26, 1992 Meeting of the Hamilton Wentworth Region Airport Management Board Marketing Sub-Committee.

(Mongeon/Culver)

Be received and adopted as presented.

CARRIED.

2. DISCUSSION

2.1 Information Booths at Various Fairs

Staff advised that it is viable to promote Hamilton Airport at various Fairs such as Rockton, Winona Peach Festival, Ancaster, etc and that the cost for an information booth would be minor. Various promotional tools can be used, such as: postcard/questionnaire, advertising panels, posters, etc.

A sample postcard/questionnaire was circulated.

The Marketing Sub-committee requested that staff set up a promotional booth at the upcoming Rockton Fair on October 9 - 12, 1992.

2.2 Marketing Campaign - Consumer Portion

- a) Staff informed the Committee that all the present airlines at Hamilton Airport are participating in this campaign. (US Air Express, Northwest Airlink, Pem Air Ltd., Air Laurentian and Suntimek). These airlines have all contributed in terms of tickets.

- b) Staff presented the Committee with various commercials which will air effective today (September 30, 1992) on three local radio stations.
- c) Staff described the new voice mail telephone system to the Committee. The installation date is scheduled for today (September 30, 1992). Each airline will have a telephone and the messages are changeable. This new voice mail telephone also has a monitoring system which will enable the airport to establish the number of calls made, the number of calls made to each airlines, etc.

2.3 1993 Airport Marketing Plan

- a) Staff submitted a report outlining the Marketing Plan Update. (See attached.)

3. NEW BUSINESS

- a) With the possibility of the World Series being held in Toronto (Toronto/Pittsburgh), the Marketing Sub-Committee requested that staff approach US Air Express to see if they have a contingency plan (ie. large aircraft). The Committee also requested that staff try to get the Pittsburgh Pirates to fly into Hamilton during the World Series.
- b) K. Gregg distributed a "flight guide" from the Cleveland Hopkins Airport and suggested that staff use this guide as an example for the airport consumer brochure.
- c) The Marketing Sub-Committee recommended that staff be authorized and directed to produce printed material (brochures) within the previously approved budget allocation and that a draft copy be presented at the next Special Marketing Sub-Committee meeting scheduled for Tuesday, October 13, 1992 at 8:00 a.m. at the Royal Connaught Hotel.
(Mongeon/Culver)

CARRIED.

Ken Gregg declared the meeting adjourned at 9:00 a.m.

Chairman

Secretary

Marketing Plan Update

The updated marketing plan is a focus on the plan prepared in late 1991. The latter identified all of the aforementioned goals and objectives but was never formally put into action due to lack of funding.

The initiatives undertaken to date have been restructured to visitations and attendance at cargo trade shows. Print material is required to obtain the maximum benefit and exposure for the cargo industry and the media campaign will provide exposure to the passenger market.

The phone system being installed will facilitate an awareness and monitoring system to guide future marketing initiatives.

Goal: To increase aviation related industries at Hamilton Airport

Objectives:

- Retain existing business/services
- Assist existing business/services to expand
- Expand cargo/courier business
- Expand commuter passenger service
- Expand charter flight services
- Provide serviced developable land for industrial/commercial aviation related expansion
- Maintain and improve present infrastructure
- Maintain and improve relationship with the Ministry of Transport

Strategies:

- 6. Increase awareness of current services at the Airport from a cargo and passenger perspective within the identified catchment area.

Increase awareness of infrastructure capabilities for cargo and passenger services.

Maintain a detailed data base of all aviation related business seeking expansion at the airport.

Prepare and present multi-media advertising campaign. (refer above)

Direct sales initiatives via staff attendance at trade shows and through personal visitation with targeted decision makers.

Initiatives:

Increase volume of personal contact with cargo/passenger and other aviation related industries.

Assist private and public sector with regulatory agencies in developing industrial/commercial land.

Maintain ongoing dialogue with Transport Canada seeking assistance to improve Airport infrastructure and service capabilities.

Targeted advertising to reach identified catchment area to increase passenger service.

Attend specialty trade shows to increase awareness and presence of services available and possible at the Airport.

Visitations to Provincial and officials to lobby for improved road access.

Evaluation:**Key Indicators**

- i) Telephone calls received on 649-UFLY
- ii) Passenger Loads
- iii) Landing Fee revenues
- iv) Land absorption and rentals

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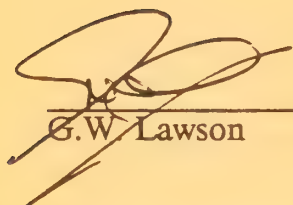
REGION OF HAMILTON-WENTWORTH
- INFORMATION -

DATE: 1992 September 29

REPORT TO: Chairman and Members
Hamilton-Wentworth Region Airport Management Board

FROM: Gerry W. Lawson
Treasurer and Commissioner of Finance

SUBJECT: AIRPORT ACCOUNTS RECEIVABLE OVER 90 DAYS
AS AT SEPTEMBER 29, 1992



G.W. Lawson

BACKGROUND:

Monthly, this report is submitted to the Committee for their information. The attached appendix is a listing of the larger accounts receivable which are at least 90 days overdue as of September 29, 1992.

The total accounts receivable for the Airport is \$133,361.80 of which \$14,541.10 has been outstanding for more than 90 days. The accounts over \$100 are listed on Appendix "A" with comments as to the status of the account and action taken by the Region.

Two new accounts were added since the previous report of August 24, 1992. One of the accounts in that report have now been settled. In addition to the accounts on Appendix "A", there are 33 accounts under \$100 outstanding over 90 days. These total \$964.53.

APPENDIX "A"

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DEPARTMENT OF FINANCE

Accounts Receivable Over 90 Days

Account: AIRPORT

Customer Number	Customer Name	Balance on Aug 24/92 Over 90 Days	Current Balance Over 90 Days	Comments
217	MOUNT HOPE CARTAGE (IN RECEIVERSHIP)	\$ 162.50	\$ 162.50	Property taxes outstanding. Payment of \$415.44 received on March 9/92 from new tenant. Balance to be paid by the Receiver of Mount Hope Cartage. Proof of Claim filed on May 19/92.
239	AIR CHARTER SYSTEMS	\$ 896.70	\$ 896.70	Company filed proposed payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed its Proof of Claim for amount owed in respect of Landing Fees.
339	WORLD WIDE AIR CHARTER	\$ 577.12	\$ 577.12	Company filed Proposed Payment arrangement in Court on April 24/92 to avoid Bankruptcy. Region filed Proof of Claim for the amount owed in respect of Landing Fees.
349	SKYCRAFT AIR	\$ 263.91	\$ 268.91	Company under Court's protection for 90 days. Payment arrangement to be made with the Creditors. Proof of Claim filed on July 23/92. Increased amount Finance Charge of Sep 01/92.
377	EAGLE AND HAWK INC.	\$ 0	\$ 224.00	Landing fee account. Collection being pursued.

Customer Number	Customer Name	Balance on Aug 24/92 Over 90 Days	Current Balance Over 90 Days	Comments
394	KEY AIRLINES	\$ 52.38	\$ 0	Payment received on Sept 18/92.
401	METRO JET INC.	\$ 440.31	\$ 445.31	Landing fees account. Collection being pursued by Legal department. Increased amount is Finance Charge of Sep 01/92.
416	AIR NIAGARA EXPRESS	\$ 903.62	\$ 909.87	Landing fees account. In Receivership as of Sept. 26/91. Region filed its Proof of Claim on Nov. 26/91. Increased amount is Finance Charge of Sep 01/92.
636	PREMIER AIRLINES	\$ 0	\$ 180.08	Landing fee account. Collection being pursued.
794	MIDWAY AIRWAYS	\$ 722.44	\$ 722.44	Landing fee account. Company went bankrupt June 1991. Proof of claim filed with Trustees in U.S.A. on Oct. 4/91 for invoices prior to March 26/91.
853	WINGS INTERNATIONAL	\$ 5,060.60	\$ 5,060.60	Rental account. Collection being pursued by Legal Department through District Court and Judgment is obtained.
1020	AIRMARK AVIATION	\$ 432.28	\$ 437.28	Landing Fee Invoice. Court's order being registered on March 31/92, this customer was to commence operation in April 1992. Lawyer for this company advises that his client is unable to settle claim now. He expects the situation to change prior to year end. Increased amount is Finance Charge of Sep 01/92.

Customer Number	Customer Name	Balance on Aug 24/92 Over 90 Days	Current Balance Over 90 Days	Comments
1023	AIR LAURENTIAN	\$ 0	\$ 3,325.55	Rental account. Customer indicates payment will be made before Sep 30/92.
1041	VICOUNT AIR	\$ 1,001.32	\$ 366.21	Landing fees account. Payment of \$635.11 received on Aug 31/92. Balance being verified by the Airport.
	SUB TOTAL	\$10,513.18	\$13,576.57	
	ACCOUNTS UNDER \$100	<u>\$ 664.34</u>	<u>\$ 964.53</u>	
		<u>\$11,177.52</u>	<u>\$14,541.10</u>	

Minister of State
Transport



Ministre d'État
Transports

RECEIVED SEP 1 1992

2.1 d)

AUG 26 1992
AOUT

Mr. Scott Anderson
President
Rider Travel Group
370 King Edward Street West
Box 32, Suite 700
Toronto, Ontario
M5V 1J9

Scott
Dear Mr. Anderson:

I would like to take this opportunity to thank you for the service you have provided to the Government of Canada since last fall.

I understand that flights operated by Pem-Air and Air Laurentian to and from Mount Hope Airport in Hamilton, Ontario are listed on your company's sabre system. I would encourage you to remind your agents that Hamilton provides a convenient alternative for clients travelling to the Toronto, Hamilton and Niagara regions.

Hamilton can serve as a nearby alternative to those travellers for whom flights into Pearson International Airport are not convenient. In fact, Hamilton is even more convenient for those travellers whose destinations are in the Niagara Peninsula. In addition, Mount Hope Airport is equipped with car rental services and has ample free parking.

Thank you for your assistance in this matter. If I can be of aid to you in the future, please do not hesitate to contact me.

Sincerely,

Shirley

Shirley Martin

c.c. Mr. R.J. Whynott

1 OCT 5 1992

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GREATER HAMILTON

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

October 1, 1992

United Parcel Service (Canada) Ltd.
2900 Steeles Avenue West
Concord, Ontario
L4K 3S2

Att: Mr. Grant Parzych

Dear Grant:

RE: HAMILTON AIRPORT - DEVELOPMENT

Project
Hamilton-
Wentworth
as a Regional
Centre

Retain and
Expand
Existing
Enterprises

Develop
Industrial Land

Foster Small
Business

Facilitate
Investment
Opportunities

Identify
Business
Partners

Attract People
and
Employment

Assist
Technology
and Skills
Development

Promote
Tourism and
Special Events

Attract
Conventions

Further to our numerous, ongoing conversations, please be advised that the Economic Development Department has been formally requested by the Airport Management Board to seek development proposal concepts from interested parties for the development of the Lot C-13.

We recognize and appreciate that the Region has made a commitment to allocate approximately five to seven acres of land for a major development to be undertaken by your company on this site. We request that you provide written confirmation of your intention to proceed and the timing so we may be able to segregate your land requirements from the overall land development proposal call.

We would appreciate your answer as soon as possible, but no later than October 15, 1992, which is the date that we must bring forth this proposal to the Airport Management Board for their consideration.

We understand that you have undertaken a significant amount of work and sought approval from your corporate office and hope that this letter is not untimely and does not put any undue burden or strain on this process. I would be most pleased to discuss the contents of this letter, at your convenience.

Yours very truly,

Nick Catalano
Airport Development Officer

/clc

cc: R.J. Whynott, Chairman, Airport Management Board
cc: Barry MacSween, Hamilton Airport
cc: Scott Galbraith, Manager, Business Development
cc: Karl Muller, Office of the C.A.O.

Report to the GTA Regional Chairmen

Origin: The Regional Chairmen's LAA Task Force

Date: September 22, 1992

**THE ESTABLISHMENT OF AN LAA FOR
THE GREATER TORONTO REGION**

1. **RECOMMENDATIONS**

The Task Force unanimously recommends that the Regional Chairmen:

1. Confirm the regional, national, and international importance of Pearson International (LBPIA) in terms of economic activity, employment and airline operation as a gateway to North America, world trade and as Canada's major hub airport.
2. Confirm the competitive importance of establishing an LAA for the continued economic and social development of the six regions of the GTA and for enhancing economic growth in all sectors.
3. Confirm the importance of an LAA for the community by enabling local views and concerns regarding airport operations to be more effectively represented and addressed.
4. Communicate the urgency for the establishment of an LAA Board as soon as possible, and the necessity for LAA involvement in the current Federal proposals for terminal renovation and runway improvements at LBPIA. In this regard the Federal and Provincial Governments should be notified of the progress to date.
5. Support the incorporation of the non-profit LAA Corporation by way of enabling Provincial legislation, and in this connection notify the Province of the urgency of having this legislation in place before the end of 1992.
6. Adopt the composition of the LAA Board ("The Board") of 15 members to be by appointment as follows:
 - a) Ten members to be appointed by the five Regional Councils.
 - Each Regional Council to appoint two members, of which one must be a nominee from that Region's Boards of Trade/Chambers of Commerce, and/or the business community of that Region.
 - To ensure continuity on The Board, each Regional Council shall initially appoint one member for a two year period and one for a three year term, but thereafter appointments will be for three year terms.
 - b) Five members at large to be appointed by the Board.

- The ten members of The Board appointed by the Regional Councils to appoint a further five members from the community at large to ensure the Board has a balanced representation that reflects the community make up and interests.
- These latter five appointments will enable the Board to reinforce the primary LAA role which is to promote the economic development advantages of the Greater Toronto Region, and will reflect sectors of interest including:
 - tourism
 - labour
 - distribution and cargo industry
 - finance
 - airline industry
 - manufacturing

and other sectors as appropriate.

- Again to ensure continuity, two of the initial five appointments will be for two years, three will be for three years, and all further appointments thereafter will be for three year terms.

7. Confirm that:

- a) The LAA must have as its initial and primary focus the orderly transfer of those airport facilities that are currently under Transport Canada jurisdiction and subject to the Federal airport transfer policy; this to be primarily and firstly LBPIA.
 - b) The additional mandate for the LAA to be to negotiate for the integration of other regional and municipal airports with the LAA or alternative LAA management structure. First priority must be the Island Airport and Buttonville Airport.
 - c) The LAA must recognize that the region is served by an airport system. The negotiations with the Federal Government must therefore allow for the eventual funding required to operate the airport system and individual airports within the system.
8. Submit this report to their respective Regional Councils for endorsement and referral to the local Municipalities for approval.
 9. Commence the nomination process with the appropriate bodies with the timing to be such that the nominations to The Board should be in place before the end of November 1992.
 10. Approve the continuation of the Task Force secretariat on its present basis until further arrangements can be made following the appointment of The Board membership. The secretariat will support the nomination process and call the first meeting of The Board, but may require further funding and staff.
 11. Recognize the efforts to date of the GTA Boards of Trade and Chambers of Commerce, and encourage their ongoing efforts to promote the establishment of the regional LAA.
 12. Accept that with the submission of this report, the work of the Task Force is completed but that the Task Force will continue to be available at the call of the Regional Chairmen to support the initiative until the nominations for The Board are completed.

Further the Task Force submits for consideration the following:

1. The interim name of the LAA to be the "**Pearson International and Greater Toronto Airports Authority.**"
2. The LAA Board may have to be constituted as the negotiating group until the initial negotiations with the Federal Government for the transfer of Pearson have been concluded at which time the Board could be confirmed by the appointing bodies.

2. BACKGROUND

LAA TASK FORCE MANDATE

The Task Force was established by the Regional Chairmen and is made up of one business person from each of the five Regions. It is served by a secretariat working out of the Economic Development Division of the Metropolitan Toronto Chairman's office, and includes representatives of the other regions and area Boards of Trade/Chambers of Commerce.

The Task Force terms of reference were:

- To review the current LAA initiatives and to propose an appropriate structure to meet the Federal airport transfer guidelines and to provide the best model for representing the local community interests;
- To obtain the views of local business and community interests;
- To liaise with the Provincial GTA office to ensure their views are understood and considered;
- To clarify the importance of the establishment of an LAA for the Greater Toronto Area to serve the competitive needs of the region; and
- To report back to the Regional Chairmen as soon as possible.

FEDERAL LEGISLATION

In April 1987 the Government announced a new and challenging approach to airport management in Canada. This approach included the transfer of federal airport operations to Local Airport Authorities (LAA's). The nature of these authorities are to be non-profit and representative of community groups, specifically business oriented.

This transfer process is in place and four LAA's are now in operation (Vancouver, Edmonton, Calgary and Montreal), with a further ten cities in negotiation.

The relevant background material on the transfer process and negotiation basis is available, together with the details of the steps and procedures to be followed. At the outset it has been assumed by the Task Force that the Toronto Region must proceed to form an LAA given the Government legislation and corresponding changes in Transport Canada. This is the way major airports will in future be operated in Canada.

The economic benefits and community opportunities that LAA's offer their region have been extensively reviewed and a summary has been included in the background material.

LAA INITIATIVES IN TORONTO

The Toronto Region began in 1988 to move towards an LAA with initiatives by the Regions and the Province, culminating in the release in September 1990 of the report to the GTA Heads of Council. These initiatives were not advanced at that time, but were picked up again in early 1992 when, with the co-operation of the Office of the GTA, a non-profit Corporation was formed termed the South Central Ontario Airports Authority (SCOAA). This was incorporated with a board of 12 prominent business people with the intention of moving towards the establishment of an LAA for the region. The details of this initiative are available in background reference material.

As a result of some concerns expressed about the way SCOAA came into existence, and about its representation basis, a second initiative was commenced by several of the Boards of Trade, and Chambers of Commerce in the region, headed by the Mississauga Board. This second initiative, although not incorporated, is named the Pearson Regional Airports Corporation (PRAC). Over the summer months of 1992, several GTA Boards and Chambers made presentations on their LAA initiatives to the regional chairs, to the GTA mayors and to other GTA Boards and Chambers. Individual deputations to regional and municipal councils were made by supporters of this initiative and have resulted in municipal resolutions supporting in principle the formation of a Toronto regional LAA. Details of this initiative are also given in the background reference material.

In order to address certain concerns, reconcile the two initiatives and maintain the momentum of the work towards the formation of an LAA, the Regional Chairmen, meeting in July of this year, established this Task Force.

4. APPROACH

The Task Force recognized the urgency of this work and therefore focused on the essential issues, which were identified as:

- the makeup of the LAA Board and its representation of the concerns and interests of the regional community;
- the area and number of airports the LAA could be expected to address in the initial stages;
- the legislation, funding and staffing required until the LAA was fully operational;
- the process by which support for the proposed LAA could be unified and endorsed by involved Municipalities and Boards/Chambers.

The subject of airports and their transfer to local management covers a wide area and the Task Force had to be selective in its efforts. It should be understood that the LAA formation will involve important issues of a legal, financial, and technical nature. This report does not attempt to deal with these matters, which will be addressed in the ongoing work towards the LAA by the secretariat.

Also the restricted time has allowed only limited interaction between the Task Force and the community groups. However, the Task Force members and staff support have maintained open contact with local concerns and the proposed approval procedure will allow comment and input through the municipalities.

This report is briefly summarizing the findings of the Task Force, giving the rationale for the positions taken, and placing recommendations and further considerations before the Regional Chairmen.

5. THE TASK FORCE PROPOSALS FOR AN LAA

REPRESENTATION

As outlined by the federal transfer guidelines, the LAA cannot have political representation and it must truly reflect the wider community interests. The more broad based the LAA membership is, the more effective it will be in responding to the economic and social opportunities available to the community.

The possible nominating agencies were identified as:

- the five regions (with Hamilton-Wentworth being a potential sixth at a future date);
- local host municipalities
- Boards of Trade and Chambers of Commerce
- special sectors of interest such as industry, unions and the airlines.

No practical advantage is seen in having direct nomination from professional bodies as some members could be expected to have their own professional backgrounds.

To ensure an equitable representation, the proposal to give each Regional Council two positions to nominate was eventually accepted because it avoided any potential bias between Regions. It was concluded the business interests of each Region would be represented by having one of these two persons nominated either by the Boards of Trade or Chambers of Commerce collectively in the Region, or the general business community if this was so desired by the Regional Councils. In this structure the Regional Councils can choose how they can best nominate their second representative.

In looking at the experience and skills needed for the Board of an LAA, the Task Force was guided by the existing LAA's, particularly that at Edmonton which has additional "at large" appointments made by the Board itself. This mechanism allows the Board to take on members with expertise and knowledge that may not otherwise be nominated to the Board, and so achieve a balanced Board membership in terms of skills and background. To make this clearer, the Task Force has set out the sectors of interest that should have representation on the LAA. These areas include the unions, the airline industry, the distribution and cargo industry, the financial sector, manufacturing and the tourism industry.

SCOPE AND AREA FOR THE LAA

The Province has identified the Southern Ontario airport system as including the six regions. Aircraft movements in this Toronto Region are handled through some twelve airports which together can be treated as an airport system. An LAA that covered these airports could maximize and optimize their use to achieve the most effective balance between aviation facilities and travel demand throughout the region. Regional and municipal airports, notably Buttonville and Toronto Island, serve specific niche markets that must be maintained and enhanced. The varying ownership and financial viability of each airport will be taken into account and may necessitate alternate management structures. The Port Authority of New York which operates the three airports in NYC and the British Airports Authority (BAA) which operates the three airports in London provide examples of a successful regional approach to airports.

The Task Force therefore supports the ultimate concept of a regional LAA previously endorsed by the GTA Heads of Councils.

The full mandate for the LAA is the integration of all the regional and municipal airports within the GTA. The primary mandate will focus on Pearson but the wider mandate will require negotiations be undertaken individually with the secondary airports, once the LAA is established and negotiations have begun to secure the operation and management of LBPIA.

The primary mandate of the LAA has to be to gain the orderly transfer of those airport facilities that are under the jurisdiction of Transport Canada, and are included within the airport transfer policies. This stage must begin with LBPIA. The additional mandate of the LAA should be to commence negotiations for the orderly transfer of the other airports within the Region. This must be done in a phased manner and with the recognition that there is no assurance that "best efforts" will succeed in every instance.

While there can be no guarantee that all the airports can be brought under one LAA, there are many options to explore that could allow greater co-operation and yet have local management continue. However, it will be important that the negotiations for LBPIA be undertaken on the assumption that a systems wide LAA will eventually be achieved and that therefore funding requirements for these other airports must be considered in the negotiations with Transport Canada.

INCORPORATION

It is the understanding of the Task Force that the Province is preparing enabling legislation for the incorporation of LAA's. After reviewing the experience in Alberta, for both Calgary and Edmonton, where provincial legislation was used, the Task Force has concluded that the use of Provincial enabling legislation is the preferred route for incorporation. Its use will depend on the timing of the legislation's approval but it is hoped that this can be achieved as a matter of urgency.

6. IMMEDIATE NEXT STEPS

The immediate objective in progressing towards an LAA is to gain endorsement for the LAA structure. To this end it is suggested that the following steps be considered by the Regional Chairmen:

- a) Adoption of this report, with amendments as required, by the Regional Chairmen.
- b) Transmission of this adopted report to the Regional Councils for endorsement and referral to local municipalities, with the expectation for rapid approval and commencement of the nomination process.
- c) Notify Federal and Provincial Governments of progress and request the Province to have enabling LAA legislation in place as soon as possible.
- d) Arrange for the necessary funding and staffing for the ongoing work of the LAA secretariat. This may require the early appointment of a CEO.

Further work will have to be given early consideration, including the opening of discussions with the Federal Agencies with regard to the base case for LBPIA, and the LAA involvement with the present Federal proposals at LBPIA.

2.1 g)

DATE: 1992 September 04
File No. DT-55-92 / Author: H. Solomon

REPORT TO: Chairman and Members
Truck Route Sub-Committee

FROM: E. M. Gill, P. Eng.
Senior Director
Roads Department

SUBJECT:

Truck Access to Hamilton Airport
[DT 55-92/TRS 92-01]

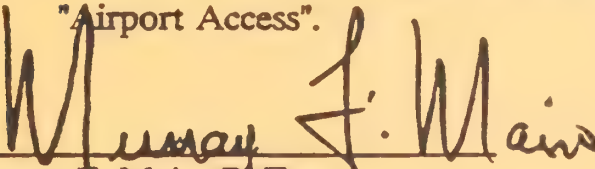
RECOMMENDATION:

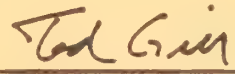
That the Truck Route Sub-Committee recommend to the Transportation Services Committee that:

a) The following Regional Roads be designated as truck routes:

Fiddler's Green Road (Highway 53 to Butter Road), Butter Road/Airport (Fiddler's Green Road to Glancaster Road) and Glancaster Road (Airport Road to Whitechurch Road).

b) That the truck route signs at Highway 53 and Fiddler's Green Road indicate "Airport Access".


Murray E. Main, P. Eng.
Director of Traffic Services


E. M. Gill, P. Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds exist within the Traffic Department's budget for sign erection on Regional roads to make the necessary signing changes.

Chairman and Members
Truck Route Sub-Committee

BACKGROUND:

A. Source of Request

At the 1992 June 11 meeting of the Hamilton-Wentworth Regional Airport Management Board, the Transportation Services Committee was requested to review the establishment of a truck route consisting of "Fiddler's Green Road, from the intersection of Fiddler's Green and Highway 53, Butter Road, Airport Road and Glancaster Road, to Carluke Road in the Town of Ancaster, with the appropriate signage".

B. History

Virtually all Regional roads in Hamilton-Wentworth are truck routes. Regional Council on 1987 October 26 confirmed this with a recommendation that "Regional roads should not be permanently removed from the truck route system, unless there are exceptional circumstances, and only when the local municipality has indicated a willingness to assume the road". However, at the same Regional Council meeting, Fiddler's Green Road, Butter/Airport Road and Glancaster Road were removed from the truck route system, on a temporary basis. The logic was that the situation on Fiddler's Green Road and Airport Road was considered to be unique in that these roads were serving as a de facto Highway 6 bypass. The truck volumes measured on these roadways at that time were found to be unusually high in comparison to other two-lane rural Regional truck routes.

The ultimate solution for the situation on Fiddler's Green Road is the construction of Highway 6 (New). This road will provide a direct route from Highway 403 to Highway 6 at Caledonia, thereby bypassing Fiddler's Green Road. As an interim solution, Fiddler's Green Road and the other roads were removed from the truck route system.

C. Advantages of Reinstating Fiddler's Green, Butter/Airport and Glancaster Roads

The route as chosen allows truck access to the cargo entrance of the airport from the intersection of Airport Road and Glancaster Road as the shortest distance from a truck route. From the intersection of Fiddler's Green Road and Highway 403, access to Hamilton Airport via Fiddler's Green Road is substantially shorter (several kilometres) and substantially faster (trucking companies estimate 12 minutes) than via Highway 53 and Highway 6. Earlier requests and complaints from couriers and regular users of the airport indicated that due to the longer distance of the Highway 53/Highway 6 route and due to greater traffic congestion, the Fiddler's Green route was the preferred method of

Chairman and Members
Truck Route Sub-Committee

travelling to the Airport.

The reinstatement of Fiddler's Green Road in the truck route system would serve to promote use of Hamilton Airport by providing the most direct access from Highway 403.

The recommendation from the Airport Management Board does not reinstate all of the truck routes that were in place prior to October of 1987. Airport Road from Glancaster Road to Highway No. 6 is not to be reinstated, nor is Fiddler's Green Road from Butter Road to Carluke Road. While Airport Road is not at present a designated truck route, it is the shortest route to the airport from a truck route (Highway 6) and therefore carries virtually all truck traffic destined for the airport. With the proposed changes, local delivery truck volumes would be reduced, but not eliminated, on Airport Road from Highway 6 to the airport. By not reinstating a portion of Airport Road *through* truck trips would continue to be prohibited on Airport Road through the village of Mount Hope.

D. Disadvantages of the Proposed Reinstated Truck Route

With the proposed truck route in place, the closest point on a truck route to the airport cargo entrance (known as driveway #4) is the intersection of Airport Road and Glancaster Road. In order for trucks on Highway 6 to follow Airport Road through Mount Hope (the alternative is a circuitous route of up to 5 kilometres more), the airport destination must be driveway #3 or the main terminal entrance (driveway #2), which are closer to Highway 6 than to Glancaster Road. The airport management will be requested to work with trucking companies to ensure that they comply with the truck route regulations. This is not perceived to be a major problem as most truck traffic for Hamilton Airport originates on Highway 403.

The reinstated truck route is expected to increase the volume of heavy truck traffic on those sections of road which were previously removed from the truck route system. From Highway 403 and Fiddler's Green Road to the intersection of Whitechurch Road and Highway 6, the proposed route would be provide a "short cut" for through trucks. The short cut would not be as obvious as the routes available prior to 1987, nor is it as direct. Nonetheless, the route is still substantially faster than the Highway 6/53 route. The roads in question are typically bounded by agricultural and sparsely spaced residential land uses. However, there is a small community of homes on Whitechurch Road immediately west of Highway No. 6 and this group of homes is most likely to be affected by the increased truck traffic. Whitechurch Road at this point is designated as a truck route. In order to promote the airport and to discourage the use of this truck

Chairman and Members
Truck Route Sub-Committee

route by through truck traffic, it is proposed that the truck route signing at Highway 53 and Fiddlers Green Road will be signed "Airport Access".

E. Future of Highway 6 (New)

The environmental assessment process for Highway 6 (New) has successfully passed a major step and the final approvals may soon be completed. The Ministry of Transportation is apparently considering the schedule for Highway 6 New construction as a fairly high priority. The first phase of construction would be from Highway 403 to Highway 6 south of the airport. Thus, it would appear that there is a clear possibility that effects of through truck traffic will be diminished within the foreseeable future when truck traffic transfers to Highway 6 (New).

F. Town of Ancaster/Township of Glanbrook Review

The Council of the Town of Ancaster, on 1992 August 17, resolved not to support the Airport Management Board routing request.

The Council of Township of Glanbrook, on 1991 July 21, voted in favour of supporting the proposed routing.

G. Conclusions

Fiddler's Green Road, Butter/Airport Road and Glancaster Road are typical two-lane rural Regional roads. These are similar to most other rural truck routes in the Region and there is no reason, based on roadway design and the posted speed limits, that trucks should not be allowed on these roads.

The proposed truck route changes create a slightly circuitous route for through trips from Highway 403 to Highway 6 south of Mount Hope. This will act to discourage some through traffic, but overall truck volumes will increase on Fiddler's Green Road, Butter/Airport Road, Glancaster Road and Whitechurch Road. It is anticipated that some through truck traffic movements will be discouraged through the use of "Airport Access" signing.

Truck volumes will be reduced on Airport Road from Highway 6 to the airport.

1992 September 04

Chairman and Members
Truck Route Sub-Committee

The proposed route will require trucks accessing the airport from Highway 6 to use only Driveways #2 and #3 in order to comply with the regulations. Trucks from Highway 6 wishing to directly access the cargo entrance will be required to follow an indirect route.

The economic health of the Hamilton Airport is dependant in part on truck access which is expeditious, and which is perceived to be expeditious. For these reasons, it is recommended that the Truck Route Sub-Committee support the recommendation of the Airport Management Board.

HLS/ca

DISCUSSION

AGENDA

MATERIAL

3.1

REGION OF HAMILTON-WENTWORTH
- INFORMATION -

DATE: 1992 October 6
130-001.2

REPORT TO: Chairman and Members
Hamilton-Wentworth Region
Airport Management Board

FROM: Mr. K. Muller
Assistant to the Chief Administrative Officer
Airport Co-ordinator

SUBJECT: 1993 Preliminary Operation and Maintenance Budget - Hamilton Airport
(AIR 92-051)

RECOMMENDATION:

That the 1993 Preliminary Hamilton Airport Operation and Maintenance Budget in the amount of \$1,867,450 be received and forwarded to Transport Canada for its consideration.


K. Muller, Assistant to the
Chief Administrative Officer


L. Franco, Director of Administration

BACKGROUND:

Transport Canada has requested that the 1993 Hamilton Airport Operations and Maintenance Budget be forwarded to them in early October to meet their fiscal timetable.

The summary of the Hamilton Airport Operations and Maintenance Budget is as follows:

Synopsis

	<u>1992</u> <u>Budget</u>	<u>1993</u> <u>Budget</u>	<u>%</u> <u>Increase</u>	<u>Annualized</u> <u>Cost</u>	<u>Annualized</u> <u>%</u>
Expenditures - Gross					
SECURITY SERVICES	165,620	179,480	8.37	179,480	8.37
CRASH,FIRE,RESCUE	285,590	294,190	3.01	296,190	3.01
BLDG STRUCTURES	266,500	275,500	3.38	275,500	3.38
SURFACE STRUCTURE	724,340	755,025	4.24	755,025	4.24
MNGT & ADMIN	368,770	363,255	-1.50	363,255	-1.50
	-----	-----	-----	-----	-----
Total Expenditures	1,810,820	1,867,450	3.13	1,867,450	3.13
	-----	-----	-----	-----	-----
Revenues - Gross					
FEDERAL SUBSIDY	914,220	949,925	3.91	949,925	3.91
SERVICE FEES	687,600	690,000	0.35	690,000	0.35
RENTALS	186,000	197,525	6.20	197,525	6.20
CONCESSIONS	23,000	30,000	30.43	30,000	30.43
	-----	-----	-----	-----	-----
Total Revenues	1,810,820	1,867,450	3.13	1,867,450	3.13
	-----	-----	-----	-----	-----
	-----	-----	-----	-----	-----
General Levy	0	0	N/A	0	N/A
	-----	-----	-----	-----	-----

Transport Canada has requested a copy of this budget as soon as it was completed in that they wish to review our submission together with all the other subsidized airports. Once they have completed their review, they will meet with airport staff to finalize the budget.

Once the staff of the Region and Transport Canada are in agreement with the Operation and Maintenance Budget, we will submit same to your Board, along with the non-subsidized portion of the Hamilton Airport budget.

For your information, we have included detailed explanations of the expenditures and revenues in the 1993 Operation and Maintenance Budget.

COMMUNITY AIRPORTS

BUDGET

1993

HAMILTON AIRPORT

CURRENT BUDGET

DEPARTMENT COST SUMMARY

FUNCTION : TRANSPORTATION SERVICES
DEPARTMENT : AIRPORT

	1992 BUDGET -----	1992 PROBABLE ACTUAL -----	1993 EXISTING -----	1992 CHANGE -----	1993 PROPOSED BUDGET -----	% INCREASE EXISTING -----	% INCREASE -----
EXPENDITURES - GROSS							
343000 SUBSIDIZABLE ACTIVITIES	1,810,820	0	1,867,450	0	1,867,450	3.13%	3.13
TOTAL EXPENDITURES	1,810,820	0	1,867,450	0	1,867,450	3.13%	3.13
REVENUE - GROSS							
343000 SUBSIDIZABLE ACTIVITIES							
FEDERAL SUBSIDY	914,220	0	949,925	0	949,925	3.91%	3.91
SALE OF SERVICES	687,600	0	690,000	0	690,000	0.35%	0.35
RENTALS	186,000	0	197,525	0	197,525	6.20%	6.20
OTHER	23,000	0	30,000	0	20,000	30.43%	-13.04
TOTAL REVENUES	1,810,820	0	1,867,450	0	1,857,450	3.13%	2.58
TO BE MET FROM GENERAL LEVY	0	0	0	0	10,000	N/A	N/A

SECURITY SERVICES

1993 EXPENDITURE DETAILS

SECURITY SERVICES: Provides the policing and security program at airport sites, required by Transport Canada, in order to protect persons, aircraft, property and support Air Operations such as passenger security inspections, law enforcement, vehicle traffic control, airport emergency plans and exercises, etc. They directly respond to the objective of maintaining a secure air transportation system.

EXPENDITURE ITEM			AMOUNT
10	56206	POSTAGE & FREIGHT - postage for Application Forms for Restricted Area Passes, Consent to Disclosure Forms, Personal History Forms and Fingerprint Forms to be sent to Ottawa	\$100
11	56026	CAPS LINE - telephone line for the Canadian Airports Pass System.	\$1,000
25	56927	CONTRACT SECURITY GUARDS - costs to provide 24 hour security service at Hamilton Airport by Canadian Corps of Commissionaires, including stat holidays 1 - Staff Sergeant \$11.47/hr + 3% 7 - Routine Commissionaires \$ 9.65/hr + 3% - 3% increase over the 1992 actual cost - all hourly rates are in accordance with National Master Standing Offer for Commissionaire Services (see attached).	\$175,100
48	57712	SECURITY SUPPLIES (MISC.) - general expenses to operate security office at Hamilton Airport. - purchase of supplies for new security passes, eg:	\$2,280
		Hitachi Colour Video Printer Paper Ink	470
		Badge Clips GBC	80
		Permanent and Temporary Pouches	1,130
		AVOP Permit DA	100
		Miscellaneous	500

			2,280

At the present time there are two commissionaires on the afternoon and evening shifts. During the day shift, there is only one commissionaire and one Staff Sergeant. S/Sgt. Bourdon has complained that he is unable to carry out his administrative and CAPS duties with only one commissionaire on the day shift. We did not budget for an additional commissionaire, however, we do want to bring this to your attention.

DIVISION 9 - HAMILTON**AIRE GÉOGRAPHIQUE**

La présente aire géographique englobe les services de commissionnaires fournis à Hamilton et ses environs.

GEOGRAPHICAL COVERAGE

This area covers all of the Commissionaire Services to be provided in Hamilton and vicinity.

Administration centrale du Corps/Member Corps Headquarters

Commandant: Lt. Col. H.L. Wilcox, CD
Téléphone/Telephone: (416) 522-7584
Télécopieur/Facsimile: (416) 522-8011

Adresse postale/Mailing Address

N° 609 Édifice Imperial No. 609 Imperial Bldg.
25, rue Hughson sud 25 Hughson St. South
Hamilton (Ontario) Hamilton, Ontario
L8N 2A5 L8N 2A5

Adresse régionale/Geographical Address

N° 609 Édifice Imperial No. 609 Imperial Bldg.
25, rue Hughson sud 25 Hughson St. South
Hamilton (Ontario) Hamilton, Ontario
L8N 2A5 L8N 2A5

ENDROIT/LOCATION

TAUX HORAIRES FERMES TOUT COMPRIS À FACTURER POUR LES SERVICES DE COMMISSIONNAIRES NON GRADÉS/FIRM ALL INCLUSIVE HOURLY BILLING RATES FOR UNRANKED COMMISSIONAIRES

Aéroport civil de Hamilton/Hamilton Civic Airport
Burlington, Kitchener/Burlington, Kitchener
Hamilton

Temps Normal/ Regular	Temps Supplémentaire/ Overtime	Congé statutaire travaillé/ Statutory Holidays Worked
--------------------------	-----------------------------------	--

9.65	14.05	22.84
9.04	13.16	21.40
8.83	12.86	20.91

GRADE/RANK

TAUX HORAIRES FERMES TOUT COMPRIS SUPPLÉMENTAIRES À FACTURER POUR LES SERVICES DE COMMISSIONNAIRES GRADÉS/FIRM ALL INCLUSIVE ADDITIONAL HOURLY BILLING RATES FOR RANKED COMMISSIONAIRES

Caporal/Corporal
Sergent/Sergeant
Sergent d'état major/Staff Sergeant

0.61	0.89	1.44
1.22	1.78	2.88
1.82	2.67	4.31

TEMPS SUPPLÉMENTAIRE

Les taux relatifs au temps supplémentaire s'appliqueront pour les heures de travail au-delà de 88 heures par période de 2 semaines.

OVERTIME

Overtime rates will apply for any work in excess of 88 hours in a 2 week period.

CONGÉS STATUTAIRES

Les commissionnaires ont droit aux 8 congés statutaires payés suivants : le Jour de l'An, le Vendredi Saint, la Fête de Victoria, la Fête du Canada, la Fête du Travail, le Jour de l'Action de Grâce, Noël et le lendemain de Noël.

STATUTORY HOLIDAYS

Commissionaires are entitled to the following 8 paid Statutory Holidays: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day and Boxing Day.

Les taux normaux s'appliqueront aux jours fériés légaux non travaillés. Si des services de commissionnaires sont requis au cours de l'un de ces congés, ils seront rémunérés au taux s'appliquant aux congés statutaires.

Regular rates will apply for these Statutory Holidays not worked. Should Commissionaire Services be required on any of these Statutory Holidays, the applicable Statutory Holidays Worked rate shall apply.

Les taux normaux s'appliqueront aux heures de travail effectuées au cours d'un autre congé officiel du gouvernement fédéral.

Should Commissionaire Services be required to work on any other recognized Federal Government holiday, the applicable Regular rate shall apply.

ACTIVITY COST SUMMARY

PROGRAM: SUBSIDIZABLE ACTIVITIES

ACTIVITY: EMERGENCY RESPONSE SERVICES

ACCOUNT		1992	1992	1993	1992	1993	%
NUMBER	DESCRIPTION	BUDGET	PROBABLE	EXISTING	CHANGE	BUDGET	INCREASE
		-----	-----	-----	-----	-----	-----
343101 EXPENDITURES							
01	51601 Salaries And Wages	185,290		189,680		189,680	2.37%
02	51702 Overtime	23,000		20,000		20,000	-13.04%
04	58690 C.A. W.C.B.	3,245		3,320		3,320	2.31%
04	51801 Employee Benefits	33,350		34,130		34,130	2.34%
08	57001 Travel	0		0		0	N/A
11	56010 Telephones	0		800		800	N/A
14	53611 Publications/Manuals	2,670		2,050		2,050	-23.22%
20	56413 Medical Fees	1,930		1,420		1,420	-26.42%
20	57101 Training Fees	3,100		2,900		2,900	-6.45%
42	54033 Repair Fire Fighting Vehicles	2,400		2,550		2,550	6.25%
42	54038 Purchase Repair To Equipment	1,830		4,790		4,790	161.75%
42	54409 Repair To Mock-Up Area	1,000		1,200		1,200	20.00%
44	53244 Fuel - Training	13,500		10,125		10,125	-25.00%
44	53244 Fuel - Vehicles	0		0		0	N/A
47	53970 Foam, Dry Chemical, Nitrogen	5,495		4,750		4,750	-13.56%
47	53973 First Aid Supplies	1,600		1,500		1,500	-6.25%
47	53904 Operating Equipment	2,380		10,355		10,355	335.08%
47	53402 Protective Clothing	2,650		2,360		2,360	-10.94%
47	53401 Clothing	2,150		2,260		2,260	5.12%
TOTAL EXPENDITURES		285,590	0	294,190	0	294,190	3.01%

EMERGENCY RESPONSE SERVICES

1993 EXPENDITURE DETAILS

EMERGENCY RESPONSE SERVICES: Provides emergency response services to all aircraft emergencies, and other airport emergencies as required. This includes the cost of vehicle and equipment maintenance and training exercises.

EXPENDITURE ITEM		AMOUNT
------------------	--	--------

01	51601	SALARIES AND WAGES	189,680
----	-------	--------------------	---------

		1 - FIRE CHIEF	
--	--	----------------	--

		\$1,683.80 biweekly @ 26.1 pays, plus	
--	--	---------------------------------------	--

		59.28 biweekly increase @ 26.1 pays	45,500
--	--	-------------------------------------	--------

		3 - ERS SERVICERS	
--	--	-------------------	--

		\$17.318/hr @ 2,088 hours, plus \$0.866/hr	
--	--	--	--

		union increase commencing Jan.16/93	113,680
--	--	-------------------------------------	---------

		@ 2,000 hours	
--	--	---------------	--

		1 - ERS SERVICER	30,500
--	--	------------------	--------

		\$11.26/hr @ 1,384 hrs, plus \$0.56/hr union	
		increase commencing Jan.16/93 @ 1,296 hours,	
		and \$18.18/hr @ 704 hrs (the latter being the	
		normal rate after probation)	

		189,680	

The addition of one (1) firefighter will reduce the overtime costs and also enable ERS personnel to provide the service that is expected of them (ie. airport safety program, fire prevention/inspection programs, evacuation plans, firefighter training, vacation coverage, sick leave coverage, etc.) as well as meet current CAT IV staffing levels required by AK-12-03-001 Table 3 (5 FR's). This will also allow the Fire Chief to carry out his duties and responsibilities as well as attend meetings when required. Additionally, the present ERS staff work an excessive amount of overtime per person, thus disallowing adequate time for days off and vacation leave. This problem would be rectified with the additional firefighter covering required shifts.

02	51702	OVERTIME	\$20,000
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		- cost recoverable	15,000
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		- non-cost recoverable	5,000
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		20,000	

Non-cost recoverable overtime is required to cover sick leaves, annual vacation, statutory holidays and emergency overtime requirements created by lack of adequate number of firefighting personnel. Although one (1) firefighter has recently been employed, it will be

Con't.../2

EXPENDITURE ITEM		AMOUNT	
OVERTIME Cont'd...			
some time (approx. Aug./93) before he may work on his own, thus reducing overtime. The current year (1992) will produce a minimum of 121 days of vacation leave, 55 days created by statutory holidays. Unanticipated sick leave has been minimal.			
In order to reduce overtime at present, the Fire Chief works part of the required shift for the firefighter that is off due to vacation or other leave. The other part of the shift is covered by overtime by another firefighter. With this arrangement, the programs and duties assigned to ERS, (ie. safety program, fire inspection/prevention [®] programs, evacuation plans, firefighter training programs, etc.) are not probable to be accomplished.			
04	58690	C.A. W.C.B. - 1.75% of Salaries and Wages	\$3,320
04	51801	EMPLOYEE BENEFITS - 18% of Salaries and Wages	\$34,130
11	56010	TELEPHONES Additional phone line in ERS as per justification provided in correspondence dated September 22, 1992.	800
14	53611	PUBLICATIONS/MANUALS	\$2,050
		- National Fire Code Subscription	540
		- Fire Journal Subscription	90
		- Fire Engineering Subscription	50
		- Firefighting in Canada Subscription	40
		- CAFC Subscription	130
		- Fire Prevention Materials	325
		- CPR Manuals	220
		- Misc. (library and office materials, AK Standards, Gov't documents, training materials/publications, and First Aid manuals)	535
		- Hamilton-Wentworth Mutual Aid Organization	120

			2,050
20	56413	MEDICAL FEES - to provide annual firefighter medical/physical evaluation	\$1,420
20	57101	TRAINING FEES	\$2,900
		- St. John First Aide (TC advanced level)	1,000
		- Municipal courses	500
		- Technical training (scrap vehicles)	550
		- Misc. (unannounced meetings, seminars, etc)	850

			2,900

EXPENDITURE ITEM			AMOUNT
42	54033	REPAIRS FIREFIGHTING VEHICLES - various repairs to the Mk 14 FTM	\$2,550
42	54038	PURCHASE REPAIRS TO EQUIPMENT	\$4,790
		- Extinguisher Hydro testing	300
		- Extinguisher annual maintenance/inspection	3,250
		- Misc. (emergency rescue, safety equipment repair)	1,240

			4,790
		Extinguishers require annual maintenance inspection as well as 3, 5 or 12 year hydrostatic testing in conformance with NFPA 10, Standard for Portable Fire Extinguishers, ULC-S532-M1981, Standard for Regulation of the Servicing of Portable Extinguishers and the National Fire Code Par 6, Installation, Inspection, Testing, Maintenance and Operation of Fire Protection Equipment. This service must be provided off site due to inspection and testing equipment availability. This cost could be reduced by approximately \$700 in 1993 and substantially more in following years with the purchase of proper equipment which would cost approximately \$2,500. With the introduction of the Firefighter Certification Program, the firefighters on site are capable of performing this function.	
42	54409	REPAIR TO MOCK-UP AREA - various repairs to mock up area	1,200
44	53244	FUEL - TRAINING - 22,500 litres @ \$0.45/Litre	\$10,125
47	53970	FOAM, DRY CHEMICAL, NITROGEN	\$4,750
		- 1,700 litres AFFF 6% @ \$2.50/Litre (per AK-12-06-002)	4,250
		- 200 Kg. PK dry chem. @ \$2.50/Litre (fr recertification - 3 year)	500

			4,750
47	53973	FIRST AID SUPPLIES - Misc. (additional materials for emergency response trailer and general supplies to restock first aid kits located at Security, Maintenance and Firehall)	\$1,500

EXPENDITURE ITEM		AMOUNT
47	53904	OPERATING EQUIPMENT
	- Video Equipment	1,400
	- Computer/Accessories (lease per year / 3 years)	1,115
	- Physical Fitness Equipment	6,500
	- Pager (Airtime) subscription	240
	- Cellular phone (purchase)	600
	- Cellular phone (airtime)	500

		10,355
	Video equipment is required to replace old and obsolete equipment which is unreliable and cumbersome to operate (outdated). Computer and accessories is required to provide uniform reporting and record keeping as well as to meet administrative needs of ERS. Physical fitness equipment is to enable firefighters to meet TC physical fitness standard and to remain fit. Cellular phone is required to provide reliable communication link for On-scene Controller with other agencies during emergency operations with minimum resource availability (ie. ECC not operational due to unavailability of personnel, to acquire other resources and equipment, etc.)	
47	53402	PROTECTIVE CLOTHING
	- replacement	
	- 1 heat hood	260
	- 1 bunker suit	1,625
	- Misc. (boots, gloves, etc.)	475

		2,360
47	53401	CLOTHING
	- Misc. (station wear, safety clothing, uniforms, etc)	\$2,260



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Hamilton Airport
Mount Hope, Ontario
L0R 1W0

679-4151
or
679-4152

Refer to File No.

130-001.2

Attention of:

1992 September 22

Your File No.

Mrs. T. Jaramillo, PKOCB
Community Airports Officer
Airports Group
Transport Canada
4900 Yonge Street
Willowdale, Ontario
M2N 6A5

Dear Mrs. Jaramillo

Re: Additional Phone Line - ERS

In response to your verbal request for further justification on the above-mentioned, please be advised of the following.

Due to the availability of only one general telephone line for the firehall and the maintenance garage, the telephone messages are not being passed on and in most cases it is a matter of who will answer the telephone first, in anticipation that the other person will answer. Many times in the past, the telephone line has been tied up and other calls to the firehall are not able to be made. This would not be a problem if there was a central switchboard (admin. office) to transfer calls to the appropriate section or a dedicated general line provided for each section. An external telephone ringer is required for the firehall apparatus area in order to hear the telephone when working in rear storage room while office doors are closed.

An early response to this request for additional funding would be appreciated.

Yours truly

J. Furlani
Administration

cc: J.B. MacSween, A/Airport Manager
G.D. Weylie, Fire Chief

ACTIVITY: BUILDING STRUCTURES

[illegible]

BUILDING STRUCTURE MAINTENANCE

1993 EXPENDITURE DETAILS

BUILDING STRUCTURE MAINTENANCE: Provides for the maintenance of all building structures. The maintenance includes general cleaning, carpentry, plumbing, roofing, painting, masonry, and fire protection such as alarm systems, mechanical systems (i.e. HVAC, conveyor belts, etc.) Utilities for all buildings should be included in this function. If the electricity meter is not separate from the surface structures, have your electrician estimate and apportion the usage to both functions. Expenses in support of Telecommunications, Nav aid site buildings, etc. that your are covering should be included as well.

EXPENDITURE ITEM			AMOUNT
42	54203	REPAIRS - ALARM SYSTEMS Inspections and repairs to alarm systems and elevator.	4,000
45	56003	UTILITIES - ELECTRICITY Ontario Hydro increase.	98,000
45	56008	UTILITIES - NATURAL GAS Union Gas increase.	22,000
45	56006	UTILITIES - WATER Increase by the Regional Municipality of Hamilton-Wentworth	20,000
47	53129	ELECTRICAL SUPPLIES - BUILDING Increased due to the added purchase of electrical materials for the addition to the Air Terminal Building and the new Weather Office.	5,000
47	53119	CLEANING SUPPLIES Supplies used to maintain the combined services building, ie. ERS/Maintenance.	2,000

PROGRAM: SUBSIDIZABLE ACTIVITIES

ACTIVITY: SURFACE STRUCTURES

ACTIVITY COST SUMMARY

ACCOUNT		1992	1992	1993	1992	1993	%	%
NUMBER	DESCRIPTION	BUDGET	PROBABLE ACTUAL	EXISTING	CHANGE	PROPOSED BUDGET	INCREASE EXISTING	INCREASE
		-----	-----	-----	-----	-----	-----	-----
343103 EXPENDITURES								
01	51601 Salaries And Wages	375,000		411,960		411,960	9.86%	9.86
02	51702 Overtime	9,500		10,000		10,000	5.26%	5.26
04	58690 C.A. W.C.B.	6,565		7,210		7,210	9.82%	9.82
04	51801 Employee Benefits	67,500		74,155		74,155	9.86%	9.86
08	57001 Travel	0		0		0	N/A	N/A
10	56205 Freight	0		300		300	N/A	N/A
20	57101 Training Fees	500		500		500	0.00%	0.00
29	55028 Rent-Equipment	4,000		4,000		4,000	0.00%	0.00
29	55027 Rent - Acetylene Equipment	550		600		600	9.09%	9.09
35	55029 Rent - Radio Equipment	900		900		900	0.00%	0.00
41	54607 Repairs - Drainage	0		0		0	N/A	N/A
41	54407 Repairs - Roads	1,000		1,000		1,000	0.00%	0.00
41	54417 Repairs - Airfield	6,000		6,000		6,000	0.00%	0.00
41	54061 Repairs - Parking Lot	300		300		300	0.00%	0.00
41	54410 Repairs - Fences	1,200		1,200		1,200	0.00%	0.00
41	54406 Repairs - Runway Surfaces	5,300		5,300		5,300	0.00%	0.00
41	54401 Grounds Maintenance	1,500		1,000		1,000	-33.33%	-33.33
41	54421 Crack Sealing	25,000		0	0	0	-100.00%	-100.00
42	54062 Repairs - Plows	3,000		3,000	0	3,000	0.00%	0.00
42	54040 Repairs - Mobile Light	2,000		2,000	0	2,000	0.00%	0.00
44	53205 Fuel - Mobile Equipment	14,000		14,000	0	14,000	0.00%	0.00
44	53208 Fuel - Diesel	23,000		23,000	0	23,000	0.00%	0.00
44	53210 Petroleum Products	2,000		2,000	0	2,000	0.00%	0.00
45	NEW Electricity - Airfield Lighting	72,000		78,500	0	78,500	9.03%	9.03
45	NEW Electricity - Groundside	18,000		19,600	0	19,600	8.89%	8.89
47	53222 Tires	4,000		5,000		5,000	25.00%	25.00
47	53118 Salt	1,100		1,100		1,100	0.00%	0.00
47	53902 Miscellaneous	4,000		3,500		3,500	-12.50%	-12.50
47	53116 Hand Tools	1,700		1,800		1,800	5.88%	5.88
47	53969 Fence Supplies	1,000		1,000		1,000	0.00%	0.00
47	53215 Sweeper Bristles	6,725		7,000		7,000	4.09%	4.09
47	53112 Gravel	3,000		3,000		3,000	0.00%	0.00
47	53213 Material & Supplies-Vehicles	24,000		24,000		24,000	0.00%	0.00
47	53111 Seeds/Fertilizers	600		0		0	-100.00%	-100.00
47	53128 Electrical Supplies	17,000		20,000		20,000	17.65%	17.65
47	53110 Asphalt	4,000		4,000		4,000	0.00%	0.00
47	53402 Protective Clothing	3,300		3,400		3,400	3.03%	3.03
47	53109 Paint/Thinners	1,800		1,800		1,800	0.00%	0.00
47	53211 AntiFreeze	1,100		1,000		1,000	-9.09%	-9.09
47	53214 Batteries	1,000		1,100		1,100	10.00%	10.00
47	53123 Ice Control Sand	3,800		3,800		3,800	0.00%	0.00
47	53108 Urea	6,000		6,000		6,000	0.00%	0.00
47	53107 Signs	1,400		1,000		1,000	-28.57%	-28.57
TOTAL EXPENDITURES		724,340	0	755,025	0	755,025	4.24%	4.24

SURFACE STRUCTURE MAINTENANCE

1993 EXPENDITURE DETAILS

SURFACE STRUCTURE MAINTENANCE: Provides for the maintenance of surface structures, including planning, organizing, directing and physically carrying out the maintenance of the airfield (runways, taxiways, aprons, tie down areas), all lighting, signs, fences, landscaped grounds, weed and brush control, wildlife control, access roads, car parking lots, etc.) Include surfaces airside and groundside and Mobile equipment expenses other than ERS.

EXPENDITURE ITEM		AMOUNT
01	51601 SALARIES AND WAGES	\$411,960
	1 - MTCE SUPERINTENDENT	53,205
	\$1,969.44 biweekly @ 26.1 pays, plus	
	\$68.93 biweekly increase @ 26.1 pays	
	1 - FOREMAN	47,570
	\$1,693.36 biweekly @ 26.1 pays, plus	
	\$62.18 biweekly increase @ 26.1 pays and	
	a \$72.88 merit increase @ 24.0 pays	
	6 - A/P EQUIPMENT OPERATORS/MTCE PERSONS	
	6 equipment operators @ \$16.937/hr @ 2,088	
	hours, plus \$0.847/hr union increase commencing	
	Jan. 16/93 @ 2,000 hours.	222,360
	1 - MOTOR MECHANIC LEAD HAND	
	\$20.911/hr @ 2,088 hours, plus \$1.046/hr union	
	increase commencing Jan. 16/93 @ 2,000 hours.	45,755
	1 - MOTOR MECHANIC	
	\$19.684/hr @ 2,088 hours, plus \$0.984/hr union	
	increase commencing Jan. 16/93 @ 2,000 hours.	43,070
02	51702 OVERTIME	10,000
	To cover overtime costs incurred for snow removal, mechanics, etc.	
04	58960 C.A. - W.C.B.	7,210
	Consists of 1.75% of salaries and wages	
04	51801 EMPLOYEE BENEFITS	74,155
	Consists of 18% of salaries and wages	
10	56205 FREIGHT	300
	To cover freight costs for vehicle parts, urea, etc.	
35	55029 RENT - RADIO EQUIPMENT	900
	Radio equipment paid out in 1992. This amount will be used for the rental of a cellular phone airtime for the Airport Manager and Maintenance Superintendent, ie. emergency calls, trouble calls, during off hours and when out of town.	

EXPENDITURE ITEM		AMOUNT
45	ELECTRICITY - AIRFIELD LIGHTING Ontario Hydro increase.	78,500
45	ELECTRICITY - GROUND SIDE Ontario Hydro increase.	19,600
47	53222 TIRES Increase required to maintain mobile equipment fleet in a safe and efficient condition.	5,000
47	53128 ELECTRICAL SUPPLIES To cover increase from suppliers to meet replacement needs.	20,000
47	53214 BATTERIES Increased costs from suppliers	1,100

PROGRAM: SUBSIDIZABLE ACTIVITIES
ACTIVITY: MANAGEMENT AND ADMINISTRATION

ACCOUNT		1992	1992	1993	1992	1993	%	
NUMBER	DESCRIPTION	BUDGET	PROBABLE ACTUAL	EXISTING	CHANGE	PROPOSED BUDGET	INCREASE EXISTING	% INCREASE
		-----	-----	-----	-----	-----	-----	-----
343104 EXPENDITURES								
01	51601 Salaries And Wages	117,500		143,220		143,220	21.89%	21.89%
02	51702 Overtime	0		0		0	N/A	N/A
04	58690 C.A. - W.C.B.	2,000		2,500		2,500	25.00%	25.00%
04	51801 Employee Benefits	21,150		21,610		21,610	2.17%	2.17%
08	57002 Mileage	300		300		300	0.00%	0.00%
08	57001 Travel	7,000		2,000		2,000	-71.43%	-71.43%
10	56207 Stamps	500		400		400	-20.00%	-20.00%
10	56204 Courier	400		300		300	-25.00%	-25.00%
10	56205 Freight/Cartage	800		400		400	-50.00%	-50.00%
11	56011 Local Telephone Calls	8,400		8,900		8,900	5.95%	5.95%
11	56012 Long Distance Calls	3,500		3,000		3,000	-14.29%	-14.29%
14	53611 Publications	250		300		300	20.00%	20.00%
20	57111 Municipal Courses	500		500		500	0.00%	0.00%
23	53985 Property Appraisal	6,000		0		0	-100.00%	-100.00%
23	57609 Surveys	25,000		0		0	-100.00%	-100.00%
23	57737 Real Estate Seviles	4,000		4,000		4,000	0.00%	0.00%
23	58692 C.A. Outside Council	22,400		0		0	-100.00%	-100.00%
23	51110 Wages - Outside Agencies	2,500		2,000		2,000	-20.00%	-20.00%
23	58636 C.A. Postage & Printing	0		400		400	N/A	N/A
23	58688 Municipal Services Fees	42,000		69,775		69,775	66.13%	66.13%
34	55030 Rent - Photocopier	1,200		1,225		1,225	2.08%	2.08%
35	55011 Rent - Pager	1,000		1,000		1,000	0.00%	0.00%
35	55031 Rent Facimille	1,200		1,225		1,225	2.08%	2.08%
42	54002 Office Equipment - Repairs	350		400		400	14.29%	14.29%
48	53004 Office Material & Supplies	4,000		4,100		4,100	2.50%	2.50%
78	52302 Misc. - Insurance - Liability	7,200		7,200		7,200	0.00%	0.00%
78	57712 Miscellaneous	2,700		2,700		2,700	0.00%	0.00%
78	52302 Misc. - Insurance - Property	6,300		6,300		6,300	0.00%	0.00%
78	52204 Misc. - Taxes	69,120		68,000		68,000	-1.62%	-1.62%
78	52302 Misc. - Insurance - Vehicle	11,500		11,500		11,500	0.00%	0.00%
TOATL EXPENDITURES		368,770	0	363,255	0	363,255	-1.50%	-1.50%

1993 EXPENDITURE DETAILS

EXPENDITURE ITEM		AMOUNT
01	51601 SALARIES AND WAGES	\$143,220
	1 - AIRPORT MANAGER @ \$69,500	
	1 - STENO II @ 39,650	
	Jan 1/93 @ 20.632/hr, Feb 1/93 @ 21.251/hr, Jul 1/93 @ 22.057/hr and Aug 1/93 @ 22.277/hr.	
	1 - STENO IV @ 34,070	
	Jan. 1/93 @ 17.703/hr, Feb 1/93 @ 18.235/hr, Jul 1/93 @ 18.937/hr and Aug 1/93 @ 19.126/hr.	
	The above increases are combined Job Evaluation and union increases.	
04	58690 C.A. - W.C.B.	2,500
	1.75% of Salaries and Wages	
11	56011 LOCAL TELEPHONE CALLS	8,900
	Increase in equipment costs.	
14	53611 PUBLICATIONS	300
	To cover any annual subscriptions	
23	57737 REAL ESTATE EXPENSE	4,000
	To cover any costs incurred with the sublease preparations i.e. title searches, corporate searches, etc.	
23	58636 C.A. POSTAGE & PRINTING	400
	To cover costs incurred in the printing of the monthly Hamilton Wentworth Region Airport Management Board agendas.	
23	58688 C.A. MUNICIPAL SERVICES FEES	69,775
	2.5% increase in municipal services. See attached 1992 breakdown of services provided by other regional departments.	
42	54002 OFFICE EQUIPMENT - REPAIRS	400
	To cover repair costs to office equipment	
78	52302 MISC. - INSURANCE LIABILITY	7,200
	To cover insurance for airport premises liability - operations	
78	52302 MISC. - INSURANCE - PROPERTY	6,300
	To cover buildings and contents	
78	52302 MISC. - INSURANCE - VEHICLE	11,500
	To cover licensed and unlicensed vehicles and equipment	

EXPENDITURE ITEM		AMOUNT
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78	52204	MISC. - TAXES	68,000
		To cover property taxes (all tenants) which are completely recovered.	

**Regional Airport
Breakdown of Services Provided
by Other Regional Departments**

Section	Cost	Services Provided	Basis of C/A
		A	
FINANCIAL SERVICES			
Payroll	3,200	Produce Cheques, Direct Deposits, T4's Benefit adjudication, negotiations.	% of total employees Head Count.
Accounts Payable	3,280	Process Invoices, produce cheques.	% of total Transactions processed.
Accounts Receivables	34,655	Billing & Collection of Landing Fees, execution of leases and agreements and assistance in preparing financial statements.	% of total Transactions processed.
Accounting Services	7,920	Prepare Airport Financial Statements. Process Journals into MSA ledger system Produce accounting reports bi-weekly.	% of total Transactions processed.
Banking Services	3,430	Processing Airport Cash receipts, bank deposits	% of total Transactions processed.
PERSONNEL SERVICES			
Administration	3,340	Labour Relations, Health & Safety W.C.B. claims, Training & Development, Job Evaluation, Pay Equity.	% of total employees
Recruiting	400	Job Postings, Application processing Interview Assistance, Employee contracts.	% of total employees
Employee Services	660	Employee Records, Benefits & payroll processing.	% of total employees
LEGAL SERVICES			
Legal Services	3,080	Services provided by Legal Corporate Counsel. Committee meetings attendance, legal opinions, preparation of agreements.	% of total employees
CORPORATE SERVICES			
Purchasing	8,110	Services for tenders, quotations, purchases	% of total Transactions processed.
	68,075		
2.5% increase	1,700		
	69,775		

DEPARTMENT: AIRPORT
ACTIVITY: REVENUE

		1992		1993		1993		%
ACCOUNT		1992	PROBABLE	1993	1992	PROPOSED	INCREASE	%
NUMBER	DESCRIPTION	BUDGET	ACTUAL	EXISTING	CHANGE	BUDGET	EXISTING	INCREASE
		-----	-----	-----	-----	-----	-----	-----
343105	REVENUES							
42001	Federal Grant	914,220		949,925		949,925	3.91%	3.91%
45014	Passenger Handling Fee	0		10,000		10,000	N/A	N/A
45027	Recoverable Services	80,000		80,000		80,000	0.00%	0.00%
45137	Administration/Maintenance Fee	60,000		40,000		40,000	-33.33%	-33.33%
48201	Overdue Account Penalty	10,000		10,000		10,000	0.00%	0.00%
44651	C/A - Noise Pollution By-Law	5,600		0		0	-100.00%	-100.00%
56027	Hydro Recovery	40,000		47,000		47,000	17.50%	17.50%
8212	46006 Land-Industrial	90,000		102,000		102,000	13.33%	13.33%
8216	46007 Office&Shop Space Atb	90,000		90,000		90,000	0.00%	0.00%
8217	46007 Office&Shop Spce-Othr Bldgns	0		0		0	N/A	N/A
8227	45019 Car Parking-Car Rental	6,000		5,525		5,525	-7.92%	-7.92%
8228	46006 Land-Agricultural	0		0		0	N/A	N/A
8239	45017 Aviation Fuel & Oil	5,000		5,000		5,000	0.00%	0.00%
8243	45018 Car Parking-Public Lots	17,000		17,000		17,000	0.00%	0.00%
8254	45021 Restaurants - Atb	18,000		15,000		15,000	-16.67%	-16.67%
8260	45023 Duty Free Shops	0		0		0	N/A	N/A
8266	45024 Liquor Sales - Atb	0		0		0	N/A	N/A
8277	45030 Aircraft Parking	40,000		50,000		50,000	25.00%	25.00%
8278	45026 Car Parking-Meters	0		0		0	N/A	N/A
8360	45029 Utilities - Electrical	0		0		0	N/A	N/A
8450	45028 Airport Emergency Service	15,000		15,000		15,000	0.00%	0.00%
8454	45032 Landings-Domestic-Airline	160,000		150,000		150,000	-6.25%	-6.25%
8457	45033 Landings-Transborder-Airline	150,000		190,000		190,000	26.67%	26.67%
8470	45034 Landings-Domestic-Other	90,000		60,000		60,000	-33.33%	-33.33%
8472	45035 Landings-Transborder-Other	20,000		31,000		31,000	55.00%	55.00%
	TOTAL EXPENDITURES	1,810,820	0	1,867,450	0	1,867,450	3.13%	3.13%

REVENUE DETAILS
1993

ITEM	DESCRIPTION	AMOUNT
8454	45032 LANDINGS - DOMESTIC - AIRLINE	\$150,000
	- Landing fees collected from domestic airlines using the airport at AG rates.	
	Air Lrtn - BE20 - 18 @ \$11.76/landing/week x 52	\$11,007.36
	Pem Air - BE10 - 11 @ \$11.76/landing/week x 52	6,726.72
	Fed X - B727 - 8 @ \$267.19/landing/week x 52	111,151.04
	Misc. domestic airlines	21,114.88

		150,000.00
8470	45034 LANDINGS - DOMESTIC - OTHER	60,000
	- Landing fees collected from other domestic operators	
	Canair Cargo - CV58 - 5 @ \$62.88/landing/week x 52	\$16,088.80
	SimoAir - C208 - 6 @ \$7.84/landing/week x 52	2,446.08
	Jet All - SW4 - 10 @ \$11.76/landing/week x 52	6,115.20
	New UPS(07/93)-B737-5 @ \$183.91/landing/week x 26	23,908.30
	Misc. aircraft operators	11,441.62

		60,000.00
8457	45033 LANDINGS - TRANSBORDER - AIRLINE	190,000
	- Landing fees collected from other transborder airlines	
	UPS - B727-100 - 5 @ \$394.24/landing/week x 52	\$102,502.40
	AvAtlantic-B727-200 - 4 @ \$455.68/landing/week x 17	30,986.24
	Mesaba(N/W) - SW4 - 21 @ \$14.64/landing/week x 52	15,986.88
	USAir - SW4 - 31 @ \$14.64/landing/week x 52	23,599.68
	Misc. charters, eg. "Blue Jays"	16,924.80

		190,000.00
8472	45035 LANDINGS - TRANSBORDER - OTHER	31,000
	Misc. aircraft operators	
8277	45030 AIRCRAFT PARKING	50,000
	UPS - B727 - 5 @ \$42.54/parking/week x 52	11,060.40
	Fed Ex - B727 - 7 @ \$42.54/parking/week x 52	15,484.56
	Canair Cargo-CV58- 7 @ \$18.19/parking/week x 52	6,621.16
	New UPS(07/93)-B737-5 @ \$28.18/parking/week x 26	3,663.40
	Misc. operators	13,170.48

		50,000.00

REVENUE DETAILS
1993

ITEM DESCRIPTION

AMOUNT

45014 PASSENGER HANDLING FEE (BAGGAGE CONVEYORS) 10,000

The Region of Hamilton-Wentworth installed the outbound baggage belts for the airlines. To recover this capital expense, the airlines paid a fee of \$0.25 per enplaning passenger. The Region was completely paid off in 1992. Starting in 1993, this new fee of \$0.30 per enplaning passenger will be used in the subsidized budget to offset maintenance costs and increase revenues.

Air Laurentian	67 pax @ .30 x 52	1,045.20
Mesaba	72 pax @ .30 x 52	1,154.40
Pem Air	40 pax @ .30 x 52	624.00
US Air Express	185 pax @ .30 x 52	2,886.00
AvAtlantic	400 pax @ .30 x 17	2,040.00
Misc. charters	144 pax @ .30 x 52	2,250.40

		10,000.00

45027 RECOVERABLE SERVICES 80,000

Property Taxes	68,000.00
Sewer/Water Charges	4,100.00
Photocopy/Fax Charges	2,000.00
Maintenance Service Charge	2,000.00
Miscellaneous	3,900.00

	80,000.00

OFFICE OF THE REGIONAL CLERK

MEMORANDUM

URBAN MUNICIPAL
OCT 14 1992
CITY CLERK'S OFFICE

TO: Chairman and Members of the
Airport Management Board

FROM: Laura Howard
Acting Legislative Assistant
Regional Clerk's Office

• PHONE: • 546-2604

SUBJECT: **Item 3.2**
Airport Management Board

DATE: 1992 October 9

Members of the Committee:

Attached for your consideration is the following

Item 3.2 - Terms of Reference for Proposal Call for Development of Lots C12 and C13 -
Hamilton Airport

Please ensure that this item is brought with you for the Airport Management Board.

Thank you.

:ldh
Enclosure

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: October 8, 1992

REPORT TO: Chairman and Members
Airport Management Board

FROM: Scott Galbraith
Manager, Business Development

SUBJECT: Request for Proposals - Development of Lot C-13 Hamilton Airport
- ECO-92-075

RECOMMENDATION:

- a) That the Request for Proposal (RFP), Development of Airport Lands be approved;
- b) That the RFP be forwarded to Transport Canada for review and comments;
- c) That staff be authorized and directed to advertise the RFP, as well as invite interested proponents to make submissions;
- d) That a staff review committee consisting of representatives from Airport, Economic Development, Finance, Legal Services, City of Hamilton Property Department, and Transportation/Environmental Services be established to review all submissions, and recommend a short list of three proposals for review by the Airport Management Board;
- e) That this report be referred to the Economic Development and Planning Committee for receipt.



Scott Galbraith, Ec.D.
Manager
Business Development

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The financial benefits of the proposal will be addressed within each submission. The document has been reviewed by Legal Services staff.

BACKGROUND:

Development of Lot C-13 (former Intact lands) has been the subject of keen interest. Numerous inquiries have been received by staff as to potential development opportunities.

In June 1992, the Airport Management Board received a presentation by Economic Development staff outlining the status of various projects at and around Hamilton Airport. At the last Board meeting, staff were requested to prepare a formal Request For Proposals (RFP) to develop C-13.

The attached RFP outlines general conditions for the proposal call, the conditions for receipt and acceptance of the RFP, the purpose, eligibility conditions, scope of the RFP's, criteria for proposal evaluation, timing of selection, and review considerations. Maps illustrating the site in question, as well as overall development plans for the Airport are also included.

Prior to marketing the RFP, the document should be forwarded to Transport Canada for review and comments. Any major deviation from the current RFP will be brought back to the Airport Management Board prior to changes being incorporated.

It is suggested that the RFP be advertised in the Hamilton Spectator, Globe and Mail, and appropriate Aviation publications. Staff will also forward copies of the RFP directly to firms which have expressed an interest in this site. To date, seventeen firms have expressed an interest in Lot C-13.

An issue to be resolved during deliberation of the proposal evaluation is the responsibility for constructing apron facilities over Lot C-12 to gain access to Lot C-13. Further, the previous lessee (Intact) had agreed to pay an additional \$200,000 for the water and sewer service along Airport Road. The source of funds for this expenditure requires clarification to ensure that monies received are credited to the correct accounts.

To expedite the proposal evaluation it is suggested that a staff committee be established to review the proposals and submit a short list of up to three concepts for review by the Airport Management Board. The Board's recommended proposal will be forwarded to Regional Council for consideration and approval. All proposals received will be made available, upon request, to the Airport Management Board members for review.

Following approval of the recommended proposal, the proponent will be obliged to enter into a lease and/or contract with the Region pursuant to the Head Lease agreement and subject to Transport Canada approval.

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

REQUEST FOR PROPOSAL (RFP)

DEVELOPMENT OF AIRPORT LANDS

GENERAL INFORMATION

Sealed Proposals, eight (8) copies, clearly identified as "AIRPORT DEVELOPMENT PROPOSAL" must be delivered to Robert Prowse, Clerk, Clerk's Department, The Regional Municipality of Hamilton-Wentworth, 15th Floor, 119 King Street West, Hamilton, Ontario, L8N 3V9 by _____ for the above in accordance with the following instructions. The Region reserves the right, in its absolute discretion, to accept any Proposals received after such date, but is not bound to do so.

"Proposal" shall mean the Request for Proposal and all addenda, if any, completed and returned in accordance with the foregoing, together with all other documents required herein.

The Regional Municipality of Hamilton-Wentworth shall make every effort to safeguard the confidentiality of each Proposal. However, all Proposals are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act of Ontario.

This RFP is not a tender or a quotation and, as such, the ordinary rules which apply to tenders and quotations do not apply to this RFP. This is so notwithstanding the form or content of any

document comprising this RFP (including the Schedules hereto) or any reference or description contained therein to the contrary. All Schedules are provided to assist or guide the Proponent and are not to be seen or treated by the Proponent as a request for tender or other tender-related document and will not be regarded as such by the Region. The form and content of the Schedules is not definitive or determinative of its nature or status as a document; rather, the instruction set out in this paragraph is. In the event of a conflict between the body of this RFP and the Schedules, the body of this RFP prevails. A conflict occurs whenever a provision in the body of the RFP and a provision in the Schedules are inconsistent or incompatible and cannot be reconciled.

This RFP permits the negotiation of any aspect, including price, of any Proposal subsequent to its submission to the Region.

ACCEPTANCE OF PROPOSALS

The Region reserves the right to reject any, or any part of, or all Proposals in its sole and unfettered discretion and the Proposal with the highest total revenues will not necessarily be accepted. In addition, if the Region considers it appropriate, the Region may, prior to acceptance by the Regional Council, withdraw or cancel this RFP and issue a new RFP or not issue a new RFP at all.

Notwithstanding anything to the contrary, nothing in this RFP commits, obligates or requires the Region to accept any Proposal or to award or enter into any contract as a result of any Proposal submitted by a Proponent pursuant to this RFP.

In any event, the Region is not liable or responsible to any Proponent for the consequences or costs resulting from the exercise of such rights. In submitting a Proposal in response to this RFP, the Proponent agrees that it shall bear all such consequences or costs, without recourse to any rights or remedies that it may have against the Region or any of its officials, officers, employees or agents.

RECEIPT OF SUBMISSIONS

The Region will not accept a response to this Request For Proposal by any facsimile machine or any other form of telegraphic communication. All Proposals shall be submitted in a sealed envelope.

PURPOSE

The Region invites conceptual design proposals for the development of lands identified as Lot C-13 at Hamilton Airport depicted on

Schedule " " hereto. The site is considered appropriate for cargo, freight, fixed base operations and other corporate centre aviation related uses. Development may also include maintenance, warehouse, freight forwarding, customs clearance and ancillary uses.

The Hamilton Airport is owned by Transport Canada and managed by the Region pursuant to a head lease agreement. Lot C-13 is available on a long term sub-lease basis (approx. 38 years) with the Region, subject to Transport Canada approval. Land lease rates and additional costs, such as airport maintenance and operation fees, may vary pursuant to Transport Canada Standards.

The current land lease rate, and maintenance/operation fees are \$1.40/sq. metre and \$0.80/sq. metre respectfully. (Under review)

Maximization of the land use potential of the Hamilton Airport will encourage traffic and airport revenues. The Region is seeking a proposal which promotes these objectives, in a manner compatible with other business conducted in and surrounding the Airport.

ELIGIBILITY

Proposals must, at a minimum, cover the following items:

1. A detailed work plan describing the Proponent's proposed development in this Request For Proposal, including method of financing and method of ownership, and any other matters that the Proponent considers pertinent to the project. This detailed work plan shall also include an outline of the general methodology to be used and a related timetable.
2. A description of the Proponent's related experience, including a list of references who may be contacted to discuss previous projects.
3. An outline of the Proponent's team, the qualifications and experience of the members of the team and the expected contribution (person days) of each member to the project reflected in the Proponent's timetable noted in item #1.
4. Tentative list of all types of end uses and end users, if possible.

SCOPE

Proponents are invited to submit Proposals for consideration with regard to the development of Lot C-13 at the Hamilton Airport outlined in red in Schedule " " annexed hereto.

Proposals should include, but not be limited to: a comprehensive description of the works and enterprise proposed; full particulars as to the value of the proposed development; proposed date for commencement of development; anticipated completion date of the development; method(s) of financing the development; benefits to be generated by the development, both direct and indirect; maintenance and building management arrangements; compatibility of the proposed development with other operations at, and with licensed access to the Airport; any other innovative inducement(s) for consideration; and description of the experience of the Proponent and its principals in the type of project proposed (including references and particulars of projects completed).

All Proposals are subject to acceptance and approval by all of the appropriate approval and regulatory authorities, including, Transport Canada. The successful Proponent shall obtain, at its own expense, all such appropriate federal, provincial and municipal approvals and consents.

The Region is not bound to accept any Proposal, even if such is capable of receiving the acceptance and approval of all of the appropriate approval and regulatory authorities.

INFORMATION TO BE SUPPLIED BY THE REGION

Staff of The Regional Municipality of Hamilton-Wentworth will supply the successful Proponent with all available information necessary for the completion of this project. Regional staff will assist in the interpretation of this information, if necessary.

CRITERIA FOR PROPOSAL EVALUATION

The Region's evaluation of the submitted Proposals will be coordinated by the staff of the Economic Development Department of the Region along with other appropriate staff of other Regional Departments, with the Proposal recommended by such staff being presented for the consideration of the Region's Airport Management Board. At all times, the final acceptance of a Proposal is subject to the approval of the Regional Council and the Ontario Municipal Board and any other relevant legal approval authority. The evaluation of a Proposal will include, but not be limited to, the following criteria:

- * quality of Proposal,
- * analytical content,
- * comprehensiveness,
- * creativity,

- * qualifications of the Proponent's team,
- * effectiveness of the work plan,
- * evaluation of other projects by referees, and
- * price and projected revenues
- * suitability for intended purpose and compatibility with other Airport development projects on site and with licensed access to the Hamilton Airport
- * assessment and legal acceptability of any method for payment/financing and ownership of the project
- * demonstrated fiscal capacity to complete the proposal
- * construction commencement and completion schedule
- * aesthetic building design

TIMING

Interviews of the Proponents, if deemed necessary, will take place during the week of _____ and the successful Proponent will be advised on or about _____. The project shall commence no later than _____. The project is required to be completed by _____.

The Region reserves the right, in its absolute discretion, to modify the dates set out in this section of this RFP.

GENERAL CONDITIONS

1. Proposals must be fully executed in accordance with the attached "Checklist for Execution of All Regional Contracts", as found in Schedule "A" to this RFP. However, if the Proponent is a partnership, the Proposal must be executed by one of the partners on behalf of the partnership or, in the case of a limited partnership, by the partner(s) authorized under the partnership agreement to bind the partners and, where the limited partnership has a corporate seal, under such seal. The Region reserves the right, in its absolute discretion, to permit any Proponent to rectify any deficiencies or irregularities in the execution of its Proposal after receipt of the Proposal by the Region.
2. The submission of a Proposal constitutes an assurance that the Proponent will enter into a contract and/or lease with the Region should the Proponent's Proposal be accepted and should the Region decide to accept any Proposal at all and to award any contract and/or lease at all.

REVIEW OF PROPOSALS

1. At the close of the proposal call, all Proposals shall be examined by the Regional staff identified in the CRITERIA FOR PROPOSAL EVALUATION SECTION of this RFP.
2. Notwithstanding General Conditions paragraph 2 above, the Region reserves the right to discuss or negotiate, or both, with a Proponent any aspect of the Proponent's Proposal as it relates to the Region's RFP, including the price set out in the Proposal. The Region's right to discuss or negotiate, or both, includes the right to request additional or missing information. The exercise of this right to discuss or negotiate, or both, is within the sole, complete and unfettered discretion of the Region and may be exercised by the Region at any time or not at all and with respect to any or all of the Proponents or none at all. The existence of this right to discuss or negotiate, or both, does not impose upon the Region a duty to make inquiries of a Proponent where the Proponent's Proposal is deficient or otherwise not acceptable in any aspect.
3. Discussions or negotiations, or both, with any Proponent shall not obligate the Region to enter into a contract with such Proponent or with any Proponent and shall not

constitute an acceptance of any Proponent's Proposal.

4. All discussions or negotiations, or both, pursuant to paragraph 2 of this section of this RFP shall be in writing in a form satisfactory for inclusion in the contract, if any, and satisfactory to the Region.
5. Interviews of the selected Proponents will take place in Hamilton and transportation to and from the meeting for the Proponent's representatives shall be at the expense of the Proponent. Any contract and/or lease award resulting from this Request For Proposal is subject to Regional Council approval.

COMMUNICATIONS FOR CLARIFICATION OF REQUEST FOR PROPOSAL

All questions respecting the interpretation of the terms and conditions set out in this RFP, or other queries respecting the work, shall be referred, in writing to the appropriate person stated below prior to Proposal submission, allowing sufficient time for written clarification to be issued by and received from the individual should he/she consider it necessary.

The submission of such questions or other queries and the failure

of either person to answer by the expiration of the Proposal period shall not cause the time for the submission of Proposals to be extended. The Region may in its sole discretion supply such clarification to other Proponents.

Only the written instructions of the appropriate person shall be recognized as altering any of the provisions stated in the originally issued RFP, and as binding with respect to any contract entered into with the Region by the Proponent. Verbal interpretations will not be recognized as modifying any of the provisions of this RFP.

Any variation from the conditions of this Request for Proposal must be submitted in writing with the completed Proposal Form. Failure to submit any statement of variance at that time shall constitute the acceptance of all conditions as set out in the Request for Proposal.

All communications with the Region relative to this RFP are to be referred to:

FOR RFP EXCLUSIVE OF ALL OF ITS SCHEDULES:

Mr. Scott Galbraith
Manager of Business Development
The Regional Municipality of Hamilton-Wentworth
3rd Floor, 1 James Street South
Hamilton, Ontario L8P 4R5
Telephone: (416) 546-4233

CONFLICT OF INTEREST BEFORE COMMENCEMENT OF WORK

All Proponents are required to disclose to the Manager of Business Development of the Region's Economic Development Department prior to the award of the contract with the Region any potential conflict of interest.

If a conflict of interest does exist as referred to above, the Manager of Business Development of the Region's Economic Development Department may, at his discretion, withhold the awarding of this contract, if any, from the Proponent until the matter is resolved to his satisfaction and to the satisfaction of Regional Council, if necessary.

CONFLICT OF INTEREST DURING PERFORMANCE OF WORK

If, during the conduct of the specified work, the successful Proponent is retained by another client giving rise to a potential conflict of interest, then the successful Proponent shall so inform Regional Council and, if a significant conflict of interest is deemed to exist by Regional Council, then the successful Proponent shall:

- a) refuse the new contract, OR
- b) take such immediate steps as are necessary to remove the conflict of interest.

All work related to this RFP and materials supplied by the Proponent and any oral presentations to this RFP, will be without cost to the Region. This RFP does not commit the Region to award a contract.

DISPOSAL OF SUBMISSIONS

All Proposals and supporting material submitted in response to this RFP shall become the property of the Region. The Region shall, however, subject to the Municipal Freedom of Information and Protection of Privacy Act, continue to keep confidential the contents of such Proposals.

ADDENDA

During the period in which Proposals may be submitted, the Region may advise the Proponents by an addendum or addenda, of required changes to be made in this Request For Proposal. Changes issued in this manner shall become part of this Request For Proposal and

shall be allowed for in determining the price, or prices, proposed for the work.

CONTRACT

Should the Regional Council determine to proceed with this project, then, upon the acceptance by the Regional Council of the successful Proponent's Proposal, the successful Proponent shall enter into a contract and/or lease, if so required by the Region, which will include, but not be limited to, the following documents:

1. this RFP and all addenda, if any; and
2. the successful Proponent's Proposal and all discussions and negotiations between the Region and the successful Proponent which shall be in writing, in accordance with paragraph 4 of the REVIEW OF PROPOSALS section of this RFP.

The relevant legal contract terms and conditions relating to the construction work to be performed pursuant to this RFP will form part of the binding contract and/or lease, if any, between the Region and the successful Proponent. Such terms and conditions are to be strictly adhered to.

The successful Proponent may also be required by the Region to enter into other related agreements for the purpose of assuring compliance with the main contract and/or lease. The Region may require the successful Proponent to provide proof, satisfactory to the Region, that the successful Proponent has, or is capable of putting in place, bona fide financing sufficient to complete the development. Should the successful Proponent be unwilling or unable to provide such proof upon request, the Region may, at its sole discretion, revoke its acceptance of the Proposal and select another Proposal in its place, or not at all.

The successful Proponent shall, upon request by the Region, provide to the Region, in a form, and by an institution, acceptable to the Region, a Performance Bond or Letter of Credit or Guarantee or other acceptable security to ensure completion of the works which comprise the Proposal of the successful Proponent. The acceptability of the said security shall be in the sole discretion of the Region, whose decision shall be final and not reviewable by any court, or other tribunal, for any reason. This requirement shall be incorporated into the contract and/or lease to be entered into by the Region and the successful Proponent.

The contract and/or lease to be entered into shall also require the successful Proponent to pay to the Region the sum of Two Hundred Thousand Dollars (\$200,000.00), or a proportionate share thereof,

such proportion, and the terms of payment, to be determined by the Region in its sole discretion, as a contribution to the cost of the Region having provided sanitary sewers to the Hamilton Airport in order to permit the development thereof.

In the event that the Region and the successful Proponent are unable to agree upon the terms of a contract and/or lease which are acceptable to the Region, the Region may, in its sole discretion, and without recourse by the Proponent, cease negotiations with the Proponent and accept the Proposal of another Proponent, or not at all.

Such contract and/or lease, and other agreements are to be in a form satisfactory to the Commissioner of Legal Services for the Region.

At all times, the Proposal is subject to legal acceptance of the Proposal by any relevant legal approval authority.

TIME OPEN FOR ACCEPTANCE

All Proposals are irrevocable and continue to be open for acceptance by the Region for a period of ninety (90) calendar days after the date and time set for submission of the Proposals. The

Region may at any time within the above ninety (90) calendar day period accept any Proposal whether or not any other Proposal has previously been accepted. The Region and a Proponent may, by agreement, extend the period of irrevocability.

LICENCES AND APPROVALS

The successful Proponent shall, at its own expense, be responsible for maintaining and keeping all Municipal, Provincial, Federal and any other licence, or approvals, necessary to permit the Proponent, its employees or company to carry out the requirements of this RFP.

Hamilton, Ontario

REGION OF HAMILTON-WENTWORTH**- RECOMMENDATION -**

DATE: 1992 October 7

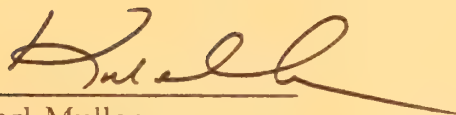
REPORT TO: Chairman and Members
Hamilton-Wentworth Regional Airport Management Board

FROM: Karl Muller
Executive Assistant to the C.A.O.
Airport Coordinator

SUBJECT: Code of Ethics for Airport Management Board Members
(CAO-92-028)

RECOMMENDATION:

That this report be received by the Airport Management Board.



Karl Muller

BACKGROUND:

At its last meeting the Airport Management Board discussed the issue of protocol for media relations. The Board requested that a report be brought back concerning the status of the Code of Conduct portion of the By-law which established the Airport Management Board.

As you may recall, members of the Board expressed concerns over the Code of Conduct as it is presently written. A sub-committee was founded to review this matter with the assistance of the Legal Services Department.

Attached is a memorandum prepared by Brian Loreto, Assistant Corporate Counsel for the Region. The report indicates that, unlike the Vancouver Airport Authority after which the Code of Conduct was patterned, the Airport Management Board is considered a Local Board under Municipal Legislation. Consequently, the rules and procedures set out in The Municipal Conflict of Interest Act takes precedence over those established by Municipal By-law. Therefore, it is proposed that Board members adhere to the rules and procedures set out in The Municipal Conflict of Interest Act, a copy of which is enclosed for your information.

It is important to note that draft Provincial Legislation has been circulated which would allow a municipality to establish codes of conduct for its own members. Therefore, it is proposed that no changes be instituted at this time until the draft legislation is finalized and passed. The Code of Conduct Sub-committee could then review the legislation and recommend appropriate changes to the Airport Management Board's present guidelines.

THE REGION OF HAMILTON-WENTWORTH
MEMORANDUM

TO: Karl Muller
Assistant to Chief Administrative Officer
Chief Administrative Office

YOUR FILE:
BY FAX AND BY
ORDINARY MAIL

FROM: Brian Loreto
Assistant Corporate Counsel
Legal Services Department

OUR FILE: 91-099-A

PHONE: 416-546-4197

**SUBJECT: AIRPORT MANAGEMENT
BOARD
CODE OF CONDUCT**

DATE: 1992 October 7

This opinion is given to assist you in the preparation of a report on the above-captioned matter.

The Municipal Conflict of Interest Act establishes the rules and procedures to be followed by a member of a municipal council or of a local board, such as the Hamilton Region Airport Management Board, where the member has a direct or indirect pecuniary interest in any matter before a meeting of the council or the local board at which the member is present.

Attached is a copy of this Act.

In general, where the member has either a direct or indirect pecuniary interest, the member is required:

- 1) prior to any consideration of the matter at the meeting, to disclose the interest and its general nature;
- 2) not to take part in the discussion of, or vote on any question in respect of the matter; and
- 3) not to attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where the meeting is being held in camera, the member is also required to leave immediately the meeting or the part of the meeting during which the matter is under consideration.

According to Section 15 of the Act, if there is conflict between the Municipal Conflict of Interest Act and any other Act, the Municipal Conflict of Interest Act prevails.

The legislative authority for the Code of Conduct for members of the Airport Management Board is not found in the Municipal Conflict of Interest Act.

Instead, Section 11 of the Regional Municipalities Act enables the Regional Council to pass by-laws for governing the proceedings of the Regional Council and any of its committees, the conduct of its members and the calling of meetings.

In my view, however, the purpose of Section 11 is to allow the Regional Council to enact a procedural by-law to govern meetings of the Regional Council and its committees, not to regulate the conduct of its members on matters in the nature of conflict of interest and ethical behaviour.

(In view of the wording of Section 11, there is the additional concern of, even if Section 11 permits the Regional Council to regulate conflict of interest, whether the Council may do so for a local board like the Airport Management Board, because the Board is not a "committee" of the Council.)

(The legislative authorities for the establishment of the Airport Management Board, namely, Section 207 (10) of the Municipal Act and Section 136 (1) of the Regional Municipalities Act, are silent on the question of conflict of interest and ethical behaviour.)

(Unlike area municipalities, the Regional Council cannot take advantage of Section 102 of the Municipal Act, which permits an area or local municipal council to pass such by-laws and make such regulations for the health, safety, morality and welfare of the inhabitants of the municipality not specifically provided for by the Municipal Act as may be deemed expedient and are not contrary to law.)

Further, the Supreme Court of Canada has held in the New Brunswick case of Regina v. Wheeler that a general authorization for adopting procedures to be followed at council meetings would not appear to be a sufficient basis to support a municipal by-law governing conflict of interest.

Finally, there is the direction established by Section 15 of the Municipal Conflict of Interest Act, mentioned above. In my view, the Conduct of Conduct may conflict with the Act, because it creates a higher standard of conduct.

Accordingly, in my view, the effect of the Board's Code of Conduct is, at most, to establish

guidelines to assist the Board members in the performance of their duties. There is doubt whether these guidelines are enforceable in the same way as the rules and procedures set out in the Municipal Conflict of Interest Act clearly are.

This concern has been recognized by the Municipal Conflict of Interest Consultation Committee established by the Ministry of Municipal Affairs. In its July, 1991 Report the Committee, in response to arguments made to it, recommended:

27. That the Municipal Conflict of Interest Act be amended to permit a municipal council, by by-law, and a school board or local board, by resolution, to establish higher and additional standards of conduct with respect to the duty of a member which are consistent with the purposes of the Municipal Conflict of Interest Act.

By-laws and resolutions for the establishment of higher and additional standards would be filed with the [recommended] Municipal Conflict of Interest Commission and with the municipal clerk or appropriate school or local board official.

28. That the enforcement provisions of the Municipal Conflict of Interest apply to the additional standards of conduct for members adopted by a local government body.

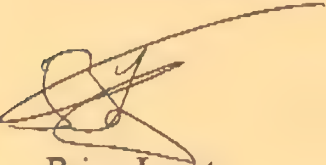
Following the Committee's Report, the Ministry of Municipal Affairs prepared and circulated draft legislation for a new Municipal Conflict of Interest Act. Section 26 of the draft Act reads:

- (1) A municipality or local board may, with the approval of the [Municipal Conflict of Interest] Commissioner [appointed under Section 22 of the Act], pass by-laws to establish its own standards of conduct for members and advisors regarding conflict of interest.
- (2) The by-law establishing the standards of conduct shall be filed with the Commissioner.
- (3) In the event of a discrepancy between a by-law and this Act, the more stringent standard of conduct prevails.
- (4) Sections 9 to 14 and 24 [of the Act] apply, with necessary modifications, to the enforcement of conduct established under this section.

In light of the above, there is merit in continuing the Subcommittee established by the Board to review the Board's Code of Conduct, with a view towards:

- (1) examining the Code to determine whether it complies with the proposed new Municipal Conflict of Interest Act and what additional or higher standards have been created by the Code;
- (2) identifying any discrepancies, inconsistencies and loopholes in the Code and eliminating them; and
- (3) if the proposed new Municipal Conflict of Interest Act is passed by the Legislature and the office of Municipal Conflict of Interest Commissioner is established, submitting the Code to the Commissioner for his or her approval.

I trust this will be of assistance to you.



Brian Loreto
Assistant Corporate Counsel

Attach.

/BL

c: Rand Roszell
Commissioner of Legal Services
Legal Services Department

David Beck
Assistant Corporate Counsel
Legal Services Department

Ref: Airport\AirMgtBd.KM

CHAPTER M.50

Municipal Conflict of Interest Act

Definitions

1. In this Act,

"child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; ("enfant")

"controlling interest" means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; ("intérêts majoritaires")

"council" means the council of a municipality other than an improvement district and means the board of trustees of a municipality that is an improvement district; ("conseil")

"elector" means,

- (a) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and
- (b) in respect of a school board, a person entitled to vote at the election of members of the school board; ("électeur")

"interest in common with electors generally" means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; ("intérêt commun à tous les électeurs")

"judge" means a judge of the Ontario Court (General Division); ("juge")

"local board" means a school board, board of directors of a children's aid society, committee of adjustment, committee of management of a community recreation centre, conservation authority, court of revision, land division committee, public

CHAPITRE M.50

Loi sur les conflits d'intérêts municipaux

Définitions

1 Les définitions qui suivent s'appliquent à la présente loi.

«conjoint» S'entend d'une personne du sexe opposé avec laquelle la personne est mariée ou avec laquelle elle vit dans une union conjugale hors du mariage. («spouse»)

«conseil» Conseil d'une municipalité qui n'est pas un district en voie d'organisation et conseil de syndicats d'une municipalité qui est un district en voie d'organisation. («council»)

«conseil local» Conseil, commission, comité, organisme ou office local créés par une loi générale ou spéciale ou exerçant un pouvoir que celle-ci lui confère en ce qui concerne les affaires ou les fins, y compris les fins scolaires, d'une ou de plusieurs municipalités ou parties de celles-ci, notamment un conseil scolaire, le conseil d'administration d'une société d'aide à l'enfance, un comité de dérogation, le comité de gestion d'un centre de loisirs communautaire, un office de protection de la nature, une commission de révision, un comité de morcellement des terres, une commission des services publics, le conseil d'une bibliothèque publique, le conseil de gestion d'une zone en voie d'organisation, une commission de gestion des parcs, un conseil de santé, une commission de services policiers, un conseil de planification, une commission de district pour l'administration de l'aide sociale, les syndicats d'un village partiellement autonome, le conseil de syndicats d'un village partiellement autonome, le conseil ou comité de gestion d'un foyer pour personnes âgées, une commission de voirie suburbaine, à l'exclusion du comité de gestion d'un centre de loisirs communautaire nommé par un conseil scolaire, d'une régie des routes locales, d'une régie locale des services publics et d'un comité de négociation constitué en vertu de la *Loi sur les négociations de limites municipales*. («local board»)

«conseil scolaire» Conseil de l'éducation, conseil d'écoles publiques, conseil d'écoles secondaires, conseil d'écoles séparées catholiques ou protestantes, y compris un

utilities commission, public library board, board of management of an improvement area, board of park management, board of health, police services board, planning board, district welfare administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a home for the aged, suburban roads commission or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board, a local services board or a negotiating committee appointed under the *Municipal Boundary Negotiations Act*; ("conseil local")

"meeting" includes any regular, special, committee or other meeting of a council or local board, as the case may be; ("réunion")

"member" means a member of a council or of a local board; ("membre")

"municipality" means the corporation of a county, city, town, village, township or improvement district or of a metropolitan, regional or district municipality and a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board or a local services board; ("municipalité")

"parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; ("père ou mère")

"school board" means a board of education, public school board, secondary school board, Roman Catholic separate school board or Protestant separate school board and includes a divisional board of education; ("conseil scolaire")

"senior officer" means the chair or any vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; ("dirigeant")

conseil de division scolaire. («school board»)

«dirigeant» Le président et les vice-présidents du conseil d'administration, le président, les vice-présidents, le secrétaire, le trésorier ou le directeur général d'une personne morale et quiconque exerce pour celle-ci des fonctions semblables à celles du titulaire d'un de ces postes. («senior officer»)

«électeur» :

a) en ce qui concerne une municipalité ou un conseil local de celle-ci, sauf un conseil scolaire, quiconque a droit de vote à une élection municipale tenue dans la municipalité,

b) en ce qui concerne un conseil scolaire, quiconque a droit de vote à l'élection des membres du conseil scolaire. («elector»)

«enfant» Enfant d'une personne, y compris l'enfant né hors mariage, l'enfant adopté et celui qu'elle a manifesté l'intention bien arrêtée de traiter comme s'il s'agissait d'un enfant de sa famille. («child»)

«intérêt commun à tous les électeurs» Intérêt pécuniaire commun aux électeurs du ressort en cause et, si la question envisagée ne concerne qu'une partie du ressort, intérêt pécuniaire commun aux électeurs de cette partie. («interest in common with electors generally»)

«intérêts majoritaires» Intérêts dans une compagnie d'une personne qui est propriétaire à titre bénéficiaire, directement ou indirectement, ou qui contrôle des actions participantes de celle-ci qui lui confèrent plus de 10 pour cent des droits de vote rattachés aux actions en circulation de la compagnie. («controlling interest»)

«juge» Juge de la Cour de l'Ontario (Division générale). («judge»)

«membre» Membre d'un conseil ou d'un conseil local. («member»)

«municipalité» Municipalité constituée par un comté, une cité, une ville, un village, un canton, un district en voie d'organisation ou une municipalité de communauté urbaine, de district ou régionale. S'entend en outre d'un conseil, d'une commission ou d'une administration locale qui exerce un pouvoir relatif aux activités ou aux fins municipales, y compris les fins scolaires, d'un territoire non érigé en municipalité. La présente définition ne comprend pas le comité de gestion d'un centre de loisirs communautaire constitué par un conseil scolaire, une régie des routes locales ou une régie locale des services publics. («municipality»)

"spouse" means a person of the opposite sex to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. ("conjoint") 1983, c. 8, s. 1; 1986, c. 64, s. 38, *revised*.

«père ou mère» Outre le père et la mère d'un enfant, personne qui a manifesté l'intention bien arrêtée de le traiter comme s'il s'agissait d'un enfant de sa famille. («parent»)

«réunion» Réunion d'un conseil ou d'un conseil local, notamment une réunion ordinaire, une réunion extraordinaire et une réunion d'un comité de celui-ci. («meeting») 1983, chap. 8, art. 1; 1986, chap. 64, art. 38, *révisé*.

Indirect pecuniary interest

2. For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or his or her nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body, that has a pecuniary interest in the matter; or
- (b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. 1983, c. 8, s. 2.

Interest of certain relatives deemed that of member

3. For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. 1983, c. 8, s. 3.

EXCEPTIONS

Where s. 5 does not apply

4. Section 5 does not apply to a pecuniary interest in any matter that a member may have,

- (a) as a user of any public utility service supplied to the member by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;

Intérêt pécuniaire indirect

2 Pour l'application de la présente loi, le membre a un intérêt pécuniaire indirect dans une affaire du ressort du conseil ou du conseil local, dans les cas suivants :

- a) le membre, directement ou par personne interposée :
 - (i) est actionnaire, administrateur ou dirigeant d'une personne morale dont les valeurs mobilières ne sont pas offertes au public,
 - (ii) détient des intérêts majoritaires dans une personne morale dont les valeurs mobilières sont offertes au public, ou en est administrateur ou dirigeant,
 - (iii) est membre d'un organisme, qui a un intérêt pécuniaire dans l'affaire;
- b) il est l'associé d'une personne ou l'employé d'une personne ou d'un organisme qui a un intérêt pécuniaire dans l'affaire. 1983, chap. 8, art. 2.

3 Pour l'application de la présente loi, l'intérêt pécuniaire, direct ou indirect, du père ou de la mère, du conjoint ou d'un enfant d'un membre, est réputé, si le membre en est au courant, un intérêt pécuniaire de celui-ci. 1983, chap. 8, art. 3.

Intérêt de certains parents réputé celui du membre

EXCEPTIONS

4 L'article 5 ne s'applique pas à l'intérêt pécuniaire que peut avoir un membre dans une affaire :

- a) en tant qu'utilisateur d'un service public qui lui est fourni par la municipalité ou le conseil local de la même façon et aux mêmes conditions qu'à des personnes qui ne sont pas membres;
- b) en raison de son droit de recevoir de la municipalité ou du conseil local quelque service, subvention, prêt ou autre avantage offerts aux mêmes conditions qu'aux autres bénéficiaires;

Non-application de l'art. 5

- (c) by reason of the member purchasing or owning a debenture of the municipality or local board;
- (d) by reason of the member having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or under the *Local Improvement Act*;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of the member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board;
- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or under a by-law passed pursuant to section 256 of the *Municipal Act*, or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. 1983, c. 8, s. 4.
- c) en raison de l'achat ou de la propriété d'une obligation émise par la municipalité ou le conseil local;
- d) en raison d'un dépôt auprès de la municipalité ou du conseil local qui lui est remboursable ou peut le lui être en totalité ou en partie de la même façon qu'aux autres électeurs;
- e) en raison de ses droits sur un bien-fonds qui fait l'objet de travaux aux termes de la *Loi sur le drainage* ou de la *Loi sur les aménagements locaux*;
- f) en raison de ses droits sur des terres agricoles exemptées d'impôt pour certaines dépenses aux termes de la *Loi sur l'évaluation foncière*;
- g) en raison de son éligibilité à combler une vacance, une charge ou un poste au conseil ou au conseil local lorsque le conseil ou le conseil local peut ou doit, en vertu d'une loi générale ou spéciale, le combler par élection ou nomination;
- h) pour le seul motif qu'il est administrateur ou dirigeant d'une personne morale constituée dans le but de faire affaire pour la municipalité ou le conseil local et au nom de ceux-ci, ni pour le seul motif qu'il est membre d'un conseil, d'une commission ou d'un autre organisme en qualité de membre nommé par le conseil ou le conseil local;
- i) en raison de son droit de recevoir un jeton de présence aux réunions ou d'autres prime, honoraires, rémunération, salaire ou avantage en sa qualité de membre ou en vertu d'un règlement municipal pris en application de l'article 256 de la *Loi sur les municipalités* ou à titre de membre d'un corps de pompiers auxiliaires, selon le cas;
- j) en raison d'un intérêt pécuniaire qu'il peut avoir et qui est commun à tous les électeurs;
- k) pour le seul motif qu'il a un intérêt si éloigné ou de si peu d'importance qu'il ne peut raisonnablement être considéré comme susceptible de l'influencer. 1983, chap. 8, art. 4.

DUTY OF MEMBER

5.—(1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local

When present at meeting at which matter considered

OBLIGATIONS DU MEMBRE

5 (1) Le membre qui, soit pour son propre compte soit pour le compte d'autrui ou par personne interposée, seul ou avec d'autres, a un intérêt pécuniaire direct ou indirect dans une affaire et participe à une réunion

Participation à une réunion où l'affaire est discutée

board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). 1983, c. 8, s. 5.

RECORD OF DISCLOSURE

Disclosure to be recorded in minutes

6.—(1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. 1983, c. 8, s. 6.

REMEDY FOR LACK OF QUORUM

Quorum deemed constituted

7.—(1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Application to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of

du conseil ou du conseil local où l'affaire est discutée, est tenu aux obligations suivantes :

- a) avant toute discussion de l'affaire, déclarer son intérêt et en préciser la nature en termes généraux;
- b) ne pas prendre part à la discussion ni voter sur une question relative à l'affaire;
- c) ne pas tenter, avant, pendant ni après la réunion, d'influencer de quelque façon le vote sur une question relative à l'affaire.

(2) Si la réunion visée au paragraphe (1) se tient à huis clos, outre les obligations que lui impose ce paragraphe, le membre est tenu de quitter immédiatement la réunion ou la partie de la réunion où l'affaire est discutée.

Exclusion de la réunion à huis clos

(3) Le membre qui n'a pas déclaré son intérêt comme l'exige le paragraphe (1) en raison de son absence à la réunion visée dans ce paragraphe, doit le déclarer et se conformer au paragraphe (1) à la première réunion du conseil ou du conseil local, selon le cas, qui suit la réunion visée au paragraphe (1) et à laquelle il participe. 1983, chap. 8, art. 5.

Absence de la réunion où l'affaire est discutée

INSCRIPTION AU PROCÈS-VERBAL DE LA DÉCLARATION D'INTÉRÊT

6 (1) La déclaration d'intérêt et de la nature de celui-ci en termes généraux, faite en vertu de l'article 5 est, si la réunion est publique, inscrite au procès-verbal de la réunion par le secrétaire de la municipalité, du comité ou du conseil local, selon le cas.

Inscription au procès-verbal de la déclaration d'intérêt

(2) La déclaration d'intérêt faite en vertu de l'article 5, sans précision sur la nature de celui-ci en termes généraux, est, si la réunion se tient à huis clos, inscrite au procès-verbal de la réunion publique suivante. 1983, chap. 8, art. 6.

Idem

SOLUTION AU DÉFAUT DE QUORUM

7 (1) Si, en raison de la présente loi, le nombre de membres qui ne peuvent participer à une réunion est tel qu'il n'y a pas quorum, les membres restants, à condition qu'ils soient au moins deux, sont réputés, malgré toute autre loi générale ou spéciale, constituer quorum.

Quorum réputé constitué

(2) Si, dans le cas visé au paragraphe (1), le nombre de membres restants est inférieur

Requête à un juge

members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge without notice for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises.

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. 1983, c. 8, s. 7.

ACTION WHERE CONTRAVENTION ALLEGED

8. The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. 1983, c. 8, s. 8.

9.—(1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his or her knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to the judge for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3).

(2) The elector in his or her notice of application shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3). 1983, c. 8, s. 9 (1, 2), *revised*.

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. 1983, c. 8, s. 9 (3).

10.—(1) Subject to subsection (2), where the judge determines that a member or a former member while he or she was a member has contravened subsection 5 (1), (2) or (3), the judge,

- (a) shall, in the case of a member, declare the seat of the member vacant; and
- (b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and
- (c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffer-

à deux, le conseil ou le conseil local peut présenter une requête à un juge, sans préavis, pour obtenir une ordonnance l'autorisant à considérer et à discuter l'affaire ayant donné naissance à un intérêt et à voter à ce sujet.

(3) Le juge saisi de la requête prévue au paragraphe (2) peut, par ordonnance, déclarer que l'article 5 ne s'applique pas au conseil ou au conseil local, selon le cas, en ce qui concerne l'affaire qui fait l'objet de la requête. Le conseil ou le conseil local peut considérer et discuter l'affaire et voter à son sujet comme si aucun de ses membres n'y avait d'intérêt, sous réserve des conditions et directives que le juge considère appropriées et inclut dans l'ordonnance. 1983, chap. 8, art. 7.

POURSUITTE EN CAS DE CONTRAVENTION ALLÉGUÉE

8 La question de savoir si un membre a contrevenu au paragraphe 5 (1), (2) ou (3) peut être jugée et décidée par un juge. 1983, chap. 8, art. 8.

9 (1) Un électeur peut, six semaines au plus après avoir appris qu'un membre a pu contrevenir au paragraphe 5 (1), (2) ou (3), et sous réserve du paragraphe (3), demander au juge, par voie de requête, de décider s'il y a eu contravention.

(2) L'avis de requête énumère les motifs qui fondent à conclure que le membre a contrevenu au paragraphe 5 (1), (2) ou (3). 1983, chap. 8, par. 9 (1) et (2), *révisés*.

(3) Est irrecevable la requête présentée en vertu du paragraphe (1) après l'expiration d'un délai de six ans à partir de la date à laquelle il est allégué que la contravention a eu lieu. 1983, chap. 8, par. 9 (3).

10 (1) Sous réserve du paragraphe (2), le juge, s'il décide qu'un membre ou un ancien membre, au cours de son mandat, a contrevenu au paragraphe 5 (1), (2) ou (3) :

- a) déclare vacant le siège du membre;
- b) peut déclarer le membre ou l'ancien membre inhabile à siéger à un conseil ou à un conseil local pour une période de sept ans au plus;
- c) peut, si le membre ou l'ancien membre a tiré un gain personnel de la contravention, exiger qu'il le restitue à la partie qui a subi la perte ou, s'il est

Power of judge to declare s. 5 not to apply

Who may try alleged contravention of s. 5 (1-3)

Who may apply to judge

Contents of notice of application

Time for bringing application limited

Power of judge to declare seat vacant, disqualify member and require restitution

Pouvoir du juge de déclarer l'art. 5 non applicable

Compétence pour juger d'une contravention aux par. 5 (1) à (3)

Avis introductif de motion

Contenu de l'avis de requête

Délai de prescription

Pouvoir du juge de déclarer vacant le siège du membre, de déclarer celui-ci inhabile à siéger et d'exiger la restitution des gains de celui-ci

ing the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he or she is a member or former member.

Saving by reason of inadvertence or error

(2) Where the judge determines that a member or a former member while he or she was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of an error in judgment, the member is not subject to having his or her seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1).

Member not to be suspended

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. 1983, c. 8, s. 10.

Appeal to Divisional Court

11.—(1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court.

Judgment or new trial

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal.

Appeal from order or new trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. 1983, c. 8, s. 11.

Proceedings not invalidated but voidable

12. The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). 1983, c. 8, s. 12.

Other proceedings prohibited

13. Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under this Act. 1983, c. 8, s. 13.

difficile d'identifier celle-ci, à la municipalité ou au conseil local dont il est membre ou ancien membre.

(2) Si le juge conclut que la contravention au paragraphe 5 (1), (2) ou (3) est attribuable à une méprise ou à une erreur de jugement, le siège du membre n'est pas déclaré vacant et le membre ou l'ancien membre n'est pas déclaré inhabile à siéger, tel que le prévoit le paragraphe (1).

Exception : méprise ou erreur de jugement

(3) Le pouvoir que confère le paragraphe (1) de déclarer un membre inhabile à siéger ne comprend pas celui de le suspendre. 1983, chap. 8, art. 10.

Suspension interdite

11 (1) Appel de l'ordonnance prévue à l'article 10 peut être interjeté devant la Cour divisionnaire conformément aux règles de pratique.

Appel devant la Cour divisionnaire

(2) La Cour divisionnaire peut rendre le jugement qui aurait dû être prononcé, auquel cas sa décision est définitive. Elle peut aussi accorder un nouveau procès pour recueillir des preuves ou des preuves additionnelles et peut renvoyer l'affaire au juge de première instance ou à un autre juge, auquel cas, sous réserve des directives de la Cour divisionnaire, l'affaire est jugée comme s'il n'y avait pas eu appel.

Jugement ou nouveau procès

(3) Si l'affaire est renvoyée à un juge en vertu du paragraphe (2), appel de l'ordonnance du juge peut être interjeté devant la Cour divisionnaire, conformément au présent article. 1983, chap. 8, art. 11.

Appel de l'ordonnance rendue au terme du nouveau procès

12 L'inobservation par quiconque du paragraphe 5 (1), (2) ou (3) ne suffit pas pour invalider des mesures prises en ce qui concerne l'affaire. Ces mesures sont annulables à la demande de la municipalité ou du conseil local, selon le cas, dans un délai de deux ans à compter de la date d'adoption du règlement municipal ou de la décision autorisant l'affaire, à moins que leur annulation ne porte atteinte aux droits acquis par quiconque en vertu de ces mesures, de bonne foi et sans connaissance réelle de l'inobservation du paragraphe 5 (1), (2) ou (3). 1983, chap. 8, art. 12.

Nullité relative des mesures

13 Une poursuite visant à faire déclarer un siège vacant, à rendre un membre ou un ancien membre inhabile à siéger en raison d'un conflit d'intérêts, ou à l'obliger à restituer le gain personnel qu'il a tiré d'une contravention, ne peut être intentée qu'en vertu de la présente loi. 1983, chap. 8, art. 13.

Autres procédures interdites

GENERAL

Insurance

14.—(1) Despite section 252 of the *Municipal Act*, the council of every municipality may at any time pass by-laws,

- (a) for contracting for insurance;
- (b) despite the *Insurance Act*, to enable the municipality to act as an insurer; and
- (c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses.

Insurance Act does not apply

(2) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1).

Surplus funds

(3) Despite subsections 387 (1) and (2) of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in such securities as a municipality may invest in under subsection 163 (2) of the *Municipal Act*.

Reserve funds

(4) The money raised for a reserve fund of a municipal reciprocal exchange may be expended or pledged for, or applied to, a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 386 of the *Insurance Act* is complied with. 1988, c. 31, s. 17.

Local boards

(5) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members.

Former members

(6) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceed-

DISPOSITIONS GÉNÉRALES

Assurance

14 (1) Malgré l'article 252 de la *Loi sur les municipalités*, le conseil d'une municipalité peut, en tout temps, adopter des règlements municipaux :

- a) pour contracter une assurance;
- b) malgré la *Loi sur les assurances*, pour permettre à la municipalité d'agir en qualité d'assureur;
- c) pour échanger avec d'autres municipalités en Ontario des contrats d'indemnisation ou d'interassurance réciproques conformément à la partie XIII de la *Loi sur les assurances*,

dans le but de protéger un membre du conseil ou d'un conseil local de la municipalité qui, de l'opinion d'un tribunal, n'a pas contrevenu à l'article 5, contre les frais ou les dépenses que ce membre a engagés à la suite d'une instance introduite en vertu de la présente loi et dans le but d'acquitter en son nom ces frais ou ces dépenses ou de l'en rembourser.

(2) La *Loi sur les assurances* ne s'applique pas à une municipalité qui agit en qualité d'assureur pour l'application du paragraphe (1).

Non-application de la Loi sur les assurances

(3) Malgré les paragraphes 387 (1) et (2) de la *Loi sur les assurances*, les fonds excédentaires et le fonds de réserve d'une bourse municipale d'assurance réciproque peuvent être investis seulement dans les valeurs mobilières dans lesquelles une municipalité peut investir en vertu du paragraphe 163 (2) de la *Loi sur les municipalités*.

Investissement des fonds

(4) Les sommes d'argent recueillies pour le fonds de réserve d'un échange municipal réciproque peuvent être dépensées, données en nantissement ou imputées à une fin autre que celle pour laquelle le fonds a été établi si les deux tiers des municipalités membres de la bourse et les deux tiers des municipalités qui étaient auparavant membres de la bourse, et qui peuvent recevoir des demandes de règlement pour la période pendant laquelle elles étaient membres de la bourse, y consentent par écrit et si l'article 386 de la *Loi sur les assurances* a été respecté. 1988, chap. 31, art. 17.

Fonds de réserve

(5) Le conseil local a les mêmes pouvoirs de souscrire une assurance à l'intention de ses membres, d'effectuer des paiements à ses membres ou en leur nom, que ceux qui sont conférés par le présent article au conseil d'une municipalité à l'égard de ses membres.

Conseil local

(6) Le règlement municipal adopté en vertu du présent article peut prévoir qu'il s'applique à la personne qui était membre du conseil ou du conseil local à l'époque de la naissance de la cause d'action mais qui a

Anciens membres

ing, has ceased to be a member. 1983, c. 8, s. 14 (2, 3).

cessé d'en être membre avant que jugement n'ait été rendu. 1983, chap. 8, par. 14 (2) et (3).

Conflict with
other Acts

15. In the event of conflict between any provision of this Act* and any provision of any general or special Act, the provision of this Act prevails. 1983, c. 8, s. 15.

15 Une disposition de la présente loi l'emporte sur une disposition incompatible d'une loi générale ou spéciale. 1983, chap. 8, art. 15.

Incompatibi-
lité

C A3 ON HW L65

H18
1992

**HAMILTON-WENTWORTH REGION
AIRPORT MANAGEMENT BOARD**

A G E N D A

URBAN MUNICIPAL

DATE: Thursday, November 12, 1992
TIME: 8:30 o'clock a.m.
PLACE: Hamilton Airport Terminal Building

UOV
MAY 1992
NTS

1. GENERAL

- a) **Declaration of Interest** re: Municipal Conflict of Interest Act
- b) **Minutes** of the October 15, 1992 meeting of the Hamilton-Wentworth Region Airport Management Board

2. CONSENT AGENDA

2.1 For the Information of the Board:

- a) **Minutes** of the October 27, 1992 meeting of the Finance and Administration Sub-Committee
- b) **Minutes** of the October 27, 1992 meeting of the Marketing Sub-Committee
- c) **Passenger/Cargo Service (ECO 92-073)**
- d) **Highway No. 6, Glanbrook - Offer to Purchase and Option to Purchase - Ralph Hyslop (ECO 92-081)**

Note: This item is being brought to the Economic Development & Planning Committee.

- e) **Temporary Use of Ticket Counter - Glanford Aviation Services Ltd. (AIR 92-053)**

- f) Hamilton Airport - Budget Exception Report - January to September 30, 1992 (AIR 92-052)
- g) Correspondence from David Miller, Co-ordinator, Metro JobStart Coalition, regarding the Greater Toronto Area Local Airport Authority
- h) Correspondence between Rima Saleh, Manager of Station Services, Private Jet, and Barry MacSween, Acting Airport Manager regarding permission to operate at Hamilton International Airport from October 22, 1992 through the end of April 1993
- i) Correspondence from Bob Mackenzie, MPP, Hamilton East, and from Don Abel, MPP, Wentworth North, re Duty-Free Shop at Hamilton Airport

3. DISCUSSION AGENDA

3.1 Discussion of Consent Items

3.2 In-Camera Item (Marketing Sub-Committee)

4. OUTSTANDING BUSINESS	DATE	ACTION	STATUS
Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending

5. ADJOURNMENT

16)

**MINUTES OF THE HAMILTON-WENTWORTH REGION
AIRPORT MANAGEMENT BOARD**

The Hamilton-Wentworth Region Airport Management Board met at 8:30 a.m. on Thursday, October 15, 1992 in the Hamilton Airport Terminal Building.

Present: Chairman (Regional Chairman) R. J. Whynott
Vice Chairman K. Gregg
Councillors D. Agostino, G. Etherington; O. Boris, L. Culver,
B. Gillespie, J. Mongeon, J. Skelton, R. Wade

Absent with regrets: Councillor H. Merling - Vacation
Councillor D. Wilson - Regional Business

Also present: Councillor F. MacIntyre; Messrs. N. Catalano, L. Franco,
S. Galbraith, B. Loreto, B. McSween, K. Muller;
Mme. L. Howard

1. GENERAL

- a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None
- b) **Minutes** of the September 10, 1992 meeting of the Hamilton-Wentworth Region Airport Management Board

(Mongeon/Etherington)

Be received and adopted as presented.

CARRIED.

2. CONSENT AGENDA

(Wade/Etherington)

2.1 For the Information of the Board:

That the following items be received:

- b) **Minutes** of the September 30, 1992 meeting of the Marketing Sub-Committee
- c) **Airport Accounts Receivable** Over 90 Days as at September 29, 1992
- d) **Correspondence** dated August 26, 1992 from Shirley Martin, Minister of State for Transport, to Rider Travel Group respecting use of Hamilton Airport

- e) Correspondence from Nick Catalano to United Parcel Service (Canada) Ltd. respecting Hamilton Airport - Development

CARRIED.

NEW BUSINESS #1 (Attachment)

(Wade/Etherington)

That the following item be received:

- a) **Minutes** of the October 13, 1992 meeting of the Marketing Sub-Committee

Items 2.1(a), 2.1(f), and 2.1(g) were moved to the Discussion agenda.

3. DISCUSSION AGENDA

NEW BUSINESS #2 (No Attachment)

(Gregg/Mongeon)

That the Airport Management Board authorize the expenditure of \$20,000 to \$25,000 for the preparation of marketing material to distribute throughout the Hamilton Airport's marketing area.

CARRIED.

3.1 1993 Preliminary Operation and Maintenance Budget - Hamilton Airport (AIR 92-051)

(Gregg/Wade)

That the 1993 Preliminary Hamilton Airport Operation and Maintenance budget in the amount of \$1,867,450 be forwarded to Transport Canada, and to the Finance and Operations Sub-Committees for input and return to the Airport Management Board.

CARRIED.

3.2 Request for Proposals - Development of Lot C-13 Hamilton Airport (ECO-92-075)

(Gregg/Etherington)

- a) That the Request for Proposal (RFP), Development of Airport Lands be approved;
- b) That the RFP be forwarded to Transport Canada for review and comments;

- c) That staff be authorized and directed to advertise the RFP, as well as invite interested proponents to make submissions;
- d) That a staff review committee consisting of representatives from Airport, Economic Development, Finance, Legal Services, City of Hamilton Property Department, and Transportation/Environmental Services be established to review all submissions, and recommend a short list of three proposals for review by the Airport Management Board;
- e) That this report be referred to the Economic Development and Planning Committee for receipt. **CARRIED.**

Note: The Airport Management Board recommended that O. Boris be a member of the review committee.

3.3 Code of Ethics for Airport Management Board Members (CAO-92-028)

(Agostino/Mongeon)

That the report be received.

CARRIED.

3.4 Discussion of Consent Items

2.1 a) Minutes of the September 24, 1992 meeting of the Operations Sub-Committee

(Mongeon/Boris)

That the Operations-Physical Plant and Finance & Administration Sub-Committees **not** amalgamate, but maintain the current structure, and that J. Skelton be the Chairman of the Operations Sub-Committee.

2.1 f) Report from the Regional Chairmen's LAA Task Force respecting The Establishment of an LAA for the Greater Toronto Region

Chairman Whynott discussed the Greater Toronto Area (GTA) Local Airport Authority (LAA) plan and Hamilton Airport being involved as an observer on the LAA.

- 2.1 g) Truck Access to Hamilton Airport (DT 55/92/RDS 92-01)
Referred by Transportation Services Committee on September 28, 1992

Staff will be meeting to try and determine some other method of solving this problem.

NEW BUSINESS #3 (No Attachment)

Appointment of Citizen Members

Board members requested a copy of the report to be considered by the Transportation Services Committee on this matter.

NEW BUSINESS #4 (Attachment)

Correspondence from Canadian Warplane Heritage Museum

(Wade/Etherington)

That the correspondence from J. P. Evans respecting the Canadian Warplane Heritage Museum be received for information.

NEW BUSINESS #5 (Attachment)

**Public Consultation Session on Hamilton Airport Development -
Environmental Assessment and Review Process**

(Wade/Gregg)

That this report concerning an open house on October 23, 1992 be received for information.

CARRIED.

NEW BUSINESS #6 (Attachment)

Media Release from Waterloo-Guelph Regional Airport

(Boris/Gillespie)

That the media release concerning flights between Kitchener-Ottawa-Kitchener be received for information.

CARRIED.

**Hamilton-Wentworth Region
Airport Management Board**

Minutes

October 15, 1992

On motion (Gregg/Wade) the Board adjourned at 9:55 a.m.

CARRIED.

Chairman

Secretary

NB#1

**MINUTES OF THE HAMILTON WENTWORTH REGION
AIRPORT MANAGEMENT BOARD
SPECIAL MARKETING SUB-COMMITTEE**

The Hamilton Wentworth Region Airport Management Board Marketing Sub-Committee met at 8:00 a.m. on Tuesday, October 13, 1992 at the Royal Connaught.

Present: Chairman K. Gregg
J. Mongeon
L. Culver

Absent with regrets: Councillor D. Agostino
B. Gillespie

Also Present: Messrs. S. Galbraith, N. Catalano, J. Skelton
Mme. J. Furlani

1. DISCUSSION

1.1 Marketing Campaign - Printed Material (Brochure)

Staff presented the Sub-Committee with a mock up of the all purpose brochure (support material) pertaining to passenger and cargo/freight. They advised that 3,000 copies will be printed up at a cost of approximately \$20,000 to \$25,000.

The Sub-Committee unanimously agreed to recommend to the Hamilton Wentworth Region Airport Management Board that staff proceed with the brochure for the Marketing Campaign.

1.2 Postcards

The text for the postcard from the previous meeting was circulated. Due to various trips being used as prizes, a sticker will be placed on the postcards to indicate the prize.

1.3 Posters

Posters have been placed at various bus shelters. Staff advised that posters will be delivered to every travel agent in Hamilton as well for display.

1.4 Information Booth - Rockton Fair

Staff reported that Flamborough Travel agreed to help promote the Hamilton Airport at the Rockton Fair on October 9 - 12, 1992 and that the promotion was successfully carried out.

The Sub-Committee recommended that the Chairman of the Hamilton-Wentworth Region Airport Management Board write a letter of appreciation to Flamborough Travel for their cooperation and services rendered.

1.5 World Series

Staff advised that with the possibility of the World Series being held in Toronto, US Air was approached and Mr. N. Catalano will be meeting with the President of Chautauqua Airlines on October 14, 1992 to discuss possible service upgrades.

Staff reported that Mr. P. Gillick, Vice President of the Blue Jays will be contacted regarding his making an airport testimonial and the feasibility of holding a team media photo opportunity at the airport.

Ken Gregg declared the meeting adjourned at 8:30 a.m.

Chairman

Secretary

RECEIVED OCT 13 1992

NB #4

CANADIAN WARPLANE HERITAGE MUSEUM

Hamilton Airport, P.O. Box 35, Mount Hope, Ontario L0R 1W0, Tel: (416) 679-4183 Fax: (416) 679-4186

PATRON: HIS ROYAL HIGHNESS THE PRINCE OF WALES

October 8, 1992

Mr. R. Whynott
Chairman
Regional Municipality of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Mr. Chairman:

The message about the current economic status of the Region that you recently communicated to the Rotary Club of Hamilton is a sober but not unexpected one. Our Region, like our Province and our Country, is not immune from the economic winds of change that are now affecting all parts of the world.

At the same time I was pleased at the recognition that you gave to the importance of the tourism and convention industry in the economic rebirth of the region and it is in that connection that I write.

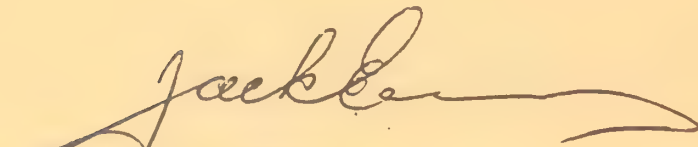
You will recall that in both the presentation to the Airport Management Board in February 1992 and in the Canadian Warplane Heritage Museum Economic Overview and Business Plan submitted in March 1992 to the Board at their request, reference was made to the Museum's commitment to play an active role in the development of the Region's service sector. This commitment remains and it is our hope that we in the Region have the vision to include in the "Hamilton Airport Marketing Plan" not only inducements for the attraction of traditional endeavours to the airport (e.g. air couriers, air cargo, airlines, etc.) but also recognition that the airport is already the site of a unique, world class aviation museum that has no equal in Canada. It is for justifiable reasons that we are known as "Canada's Flying Museum" and we ask that we not be forgotten in the airport marketing plan.

...2

In addition, for the Museum to fulfil its Tourism/Convention potential as an attraction for increased visitors to the Region, we seek a five year commitment that currently leased facilities will be left in place in order that visitor and convention packages can be marketed with some certainty that the facilities will be there when needed. Without this commitment there is a reduced incentive to compose the packages when you are under a potential thirty days notice to vacate.

There are challenges in the days ahead, but with vision and commitment we shall prosper.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Jack Evans', with a long, sweeping horizontal line extending to the right.

J.P. Evans
General Manager

cc: Board of Directors, C.W.H.
B. MacSween
N. Catalano

JPE:kmm

**Public Consultation Session on
Hamilton Airport Development
Environmental Assessment and Review Process**

In accordance with the federal Environmental Assessment and Review Process (EARP), a public information and consultation session will be held to present information, answer questions and seek public input on the environmental effects of two proposed developments on Hamilton Airport lands. This session is a follow-up to a public open house held in March 1992.

General Aviation Area (GAA) Plan

Fifteen lots (approximately 30 hectares total) are identified in the Hamilton Airport GAA Plan. These lots are proposed for development of aviation-related businesses.

Aircraft Services Hangar and Related Works

Identified under the GAA Plan is the specific development of a taxiway, apron, and hangar to service Transport Canada aircraft.

A draft environmental initial assessment (IA) report for each proposal has been prepared for discussion. Public comments and concerns will be addressed and incorporated in the final IA reports.

ALL MEMBERS OF THE PUBLIC
ARE WELCOME TO ATTEND DROP-IN SESSIONS AT THE
HAMILTON AIRPORT TERMINAL BUILDING, ROOM 1150
OCTOBER 23, 1992, FROM 2 TO 5 PM AND 7 TO 9 PM

Copies of the draft IA reports will be available for review commencing October 12, 1992, at the Hamilton Airport Management Office; the Glanbrook and Ancaster public libraries; the Glanbrook Town Hall (Mt. Hope); Terryberry Library, Hamilton; and Mohawk College Library, Hamilton.

Address comments to Public Works Canada, Environmental Services, 4900 Yonge St., 11th Floor, Willowdale, Ontario, M2N 6A6, Phone 416-512-5952, Fax 416-512-5712. Comments will be accepted up to November 2, 1992.

MEDIA RELEASE

FOR IMMEDIATE RELEASE ON TUESDAY, OCTOBER 13, 1992

FLYING TO OTTAWA ON BUSINESS? Now you can get there from here without the hassle of driving to Toronto on Highway 401. The Waterloo-Guelph Regional Airport Commission today announced the inauguration of PEM-AIR Service twice daily to and from Ottawa. You can spend a full business day in Ottawa and return home that same evening. Service is planned to commence November 2nd, 1992 and fares will be approximately competitive with the larger carriers from Toronto.

Delbert O'Briem, the owner of PEM-AIR will be basing the new air service in the Waterloo Region. Two complete flight crews and maintenance and reservations personnel will live in this area. Service will be aboard twin engined turbo-prop Beechcraft planes, each seating 11 passengers with two pilots. The planes travel at average speeds of 275 miles per hour. The flights are under the control of Toronto Air Traffic Control but avoid the heavy Toronto air traffic flight paths. Initially, until the number of passengers reaches its potential capacity in the Waterloo Region, the flight will stop in Hamilton for ten minutes to pick up passengers. PEM-AIR has been operating as an airline for over 20 years from a base at Pembroke, Ontario.

"This is going to be a tremendous plus for all of us", said Don Eastwood of Canada's Technology Triangle, the economic development co-operative. "The economic spin-offs are important." We will be able to attract conventions and meetings from the nation's capital as well as make it easier to do business. From Hamilton on the stopover, we can access the American market through the American air carrier connections."

PEM-AIR SCHEDULE

KITCHENER-OTTAWA-KITCHENER

Flight 201	Dep Kitchener	0645	Flight 215	Dep Kitchener	1605
	Arr Hamilton	0700		Arr Hamilton	1620
	Dep Hamilton	0710		Dep Hamilton	1630
	Arr Ottawa	0830		Arr Ottawa	1750
Flight 202	Dep Ottawa	0845		Dep Ottawa	1805
	Arr Hamilton	1000		Arr Hamilton	1930
	Dep Hamilton	1015		Dep Hamilton	1940
	Arr Kitchener	1035		Arr Kitchener	1955

For more information contact - Pat Cleater, Traffic Manager of PEM-AIR (613)687-5579

CONSENT

AGENDA

MATERIAL

**MINUTES OF THE HAMILTON WENTWORTH REGION
AIRPORT MANAGEMENT BOARD
FINANCE AND ADMINISTRATION SUB-COMMITTEE**

The Hamilton Wentworth Region Airport Management Board Finance and Administration Sub-Committee met at 2:00 p.m. on Tuesday, October 27, 1992 at the Hamilton Airport Civic Restaurant.

Present: Chairman R. Wade
Councillor G. Etherington

Absent with Regrets: Councillor D. Wilson

Also Present: Messrs J. Skelton, K. Gregg, O. Boris, B. MacSween,
L. Franco and Mme. J. Furlani

GENERAL

**1. 1993 PRELIMINARY OPERATION AND MAINTENANCE BUDGET -
HAMILTON AIRPORT**

That the 1993 Hamilton Airport Preliminary Operation and Maintenance Budget in the amount of \$1,867,450 be received and forwarded to Transport Canada for its consideration. **CARRIED.**

(Etherington/Skelton)

NEW BUSINESS

1. 1993 HAMILTON AIRPORT NON-SUBSIDIZABLE BUDGET

That the 1993 Hamilton Airport Non-subsidizable Budget in the amount of \$139,860 be approved and forwarded to the Committee of the Whole and included for inclusion in the overall 1993 Current Budget. **CARRIED.**

(Skelton/Gregg)

On motion (Etherington/Gregg) the Hamilton Wentworth Region Airport Management Board Finance and Administration Sub-Committee adjourned at 3:00 p.m.

Chairman

Secretary

**MINUTES OF THE HAMILTON-WENTWORTH REGION
AIRPORT MANAGEMENT BOARD
MARKETING SUB-COMMITTEE**

2.1 b)

The Hamilton-Wentworth Region Airport Management Board Marketing Sub-Committee met at 7:40 a.m. on Tuesday, October 27th, 1992 at the Royal Connaught.

Present: Chairman K. Gregg
L. Culver
J. Mongeon

Absent with regrets: Councillor D. Agostino
B. Gillespie
S. Galbraith

Also Present: Messrs. N. Catalano, J. Skelton
Mme. M. Thompson

1. GENERAL

- a) Minutes of the September 30, 1992 meeting of the Marketing Sub-Committee.
- b) Minutes of the October 13, 1992 Special meeting of the Marketing Sub-Committee.

(Mongeon/Culver)

Be received and adopted as presented.

CARRIED

2. DISCUSSION AGENDA

2.1 Marketing Campaign Update

The Sub-Committee requested that Staff prepare a Budget Variance Report, updating the allocation of funds designated for Marketing, to be submitted to the Marketing Sub-Committee on a monthly basis, as well as a periodic update on the Marketing Campaign as a whole.

2.2 Review of the 1993 Marketing Proposal

Due to the current Marketing Budget which did not begin until July 1992, the 1993 Budget will come into effect similarly in July 1993. Staff was requested to present a draft of this budget program to the Sub-Committee prior this date.

2.3 Letter Received by Canadian Warplane Heritage

Being referred to the Marketing Sub-Committee by the Airport Management Board, the Sub-Committee received and reviewed this letter and requested that Staff contact Mr. Jack Evans and invite him to the next meeting of the Marketing Sub-Committee to be held at the Airport on November 25, 1992 at 8:30 a.m. in order that he may express his concerns set out in this letter.

2.4 Press Release Policy

- a) Methods of increasing media awareness regarding "Airport Happenings" were discussed. The idea of submitting a press release following Airport Management Board meetings was also discussed.
- b) It was recommended that Airport Management Board members be encouraged to speak on behalf of the Airport at various functions ensuring that they speak on public and not private information.
- c) It was also recommended that any public speaking material be previewed by the Marketing Sub-Committee for recommendation.
- d) The Committee requested that Staff prepare a list of local media for the distribution to the members of the Marketing Sub-Committee.

2.5 Airport Observation Area

The Committee requested that Staff report back at the next Sub-Committee meeting detailing the feasibility of establishing an airport observation area.

3. NEW BUSINESS

- 3.1 The Marketing Sub-Committee discussed the status of the "Request For Proposals" and recommended that in certain time sensitive instances, it might be advisable for the Airport Management Board to consider instituting a mechanism to ensure that these matters will be handled in the most expeditious manner.
- 3.2 Staff advised that a new charter company will tentatively commence flights to Atlantic City on December 18, 1992.
- 3.3 The Committee requested that Staff examine the viability of the Airport operating the Liquor - Duty Free Shop and report back at the next Sub-Committee meeting.

- 3.4 It was recommended that the Chairman of the Airport Marketing Sub-Committee be allowed to present an "In Camera" item on the agenda for the next meeting of the Airport Management Board on November 12, 1992.

The meeting was adjourned at 9:00 a.m.

Chairman

Secretary

2.1c)

REGION OF HAMILTON-WENTWORTH

- INFORMATION -

DATE: October 7, 1992

REPORT TO: Chairman and Members
Airport Management Board

FROM: Scott Galbraith
Manager, Business Development
Economic Development Department

SUBJECT: PASSENGER/CARGO SERVICE ECO-92-073



Scott Galbraith, Ec.D.
Manager, Business Development

BACKGROUND:

Staff visited the cargo and passenger facilities in Miami and Fort Lauderdale and met with the companies that will be providing the equipment for winter and summer charter service from Hamilton Airport.

AvAtlantic Inc., a Fort Lauderdale based air charter company will be providing equipment for Sun Trek Holidays Ltd. flights program to Las Vegas, Orlando and St. Petersburg. The company is in the process of remodelling the aircraft to accommodate 165 passengers. There are two planes which are available providing back-up and support in the event of technical problems. Staff were assured that the initial flights for October 22, 1992 are on schedule.

Dash Airlines International will be providing MD-80 and MD-83 equipment to support the wholesale charter program initiated by Wings International Ltd. They are targeting the programs to start in early December of 1992 to; Atlantic City, Orlando, Fort Meyers and exploratory routes to the Caribbean Islands of Antigua, Aruba and/or Jamaica. These flights are currently being established by Wings International and En Route Holidays out of Toronto. The latter firm is a well established wholesale travel company.

Staff discussed, with both companies, the possibility of initiating a summer schedule program to serve Western Canada, i.e., Hamilton-Winnipeg/Edmonton and ultimately Vancouver. Both are interested this service and have agreed to make their equipment available should the market warrant utilization of such service.

The Airports of Miami and Fort Lauderdale share the cargo/courier markets. Miami handles most of the heavy and long distance haulage, and Fort Lauderdale handles lighter, shorter range movements. The fixed base operation and corporate centres are up-to-date modern facilities and are the type of structures that are targeted and would be an asset for Hamilton Airport.

The major cargo/courier handlers expressed a certain degree of dissatisfaction with Pearson International Airport, but none were prepared to make any commitment towards Hamilton until the facilities meeting their needs are constructed, i.e. hangars, maintenance, warehousing, cold storage facilities, etc. Development of such facilities will have to be undertaken to demonstrate the availability of facilities prior to the establishment of this type of business.

NC/clc

Prepared by Nick Catalano, Airport Development Officer

2.1 d)

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: October 30, 1992

REPORT TO: Chairman and Members
Economic Development and Planning Committee

FROM: Scott Galbraith
Manager, Business Development

SUBJECT: HIGHWAY NO. 6, GLANBROOK - OFFER TO PURCHASE
AND OPTION TO PURCHASE - RALPH HYSLOP ECO-92-081

RECOMMENDATION:

- a) i) That an Offer to Purchase, duly executed by Ralph Hyslop, on October 19, 1992 and scheduled to close on or before January 12, 1993 for the lands described as part of Lot 5, Concession 3 in the Geographic Township of Glanford, now in the Township of Glanbrook, forming part of Part 14 on Plan 62R-12209, located to the rear of Highway No. 6, having a measurement of 20.922 metres (68.64 feet) more or less, by a depth of 38.090 metres (124.967 feet) more or less, containing an area of 796.9189 square metres (0.1969 acres), be approved and completed and the funds derived from this sale of \$2.00 be credited to Capital Budget Account #49501 815104B.
- ii) That this Offer to Purchase Agreement be subject to the following terms and conditions:
 - aa) That the Region will eliminate or not establish a one foot reserve shown as Parts 7, 12, and 13 on Plan 62R-12209 and as a result will not request recovery of costs associated for the servicing of a proposed public roadway shown as Part 5.
 - bb) The completion of this transaction is subject to the simultaneous closing of the purchase by the Region from Ralph Hyslop of Parts 10, 11, 12, and 13 on Plan 62R-12209.

- b) i) That an Option of Purchase, duly executed by Ralph Hyslop on October 19, 1992 and scheduled to close on or before January 12, 1993, for the lands described as part of Lot 5, Concession 3, in the Geographic Township of Glanford, now in the Township of Glanbrook, said parcel is more particularly described as Parts 10 to 13, Plan 62R-12209, being triangular in shape, fronting on the western limit of Highway No. 6, measuring 15.429 metres (50.62 feet) by 15.429 metres (50.62 feet) by 22.053 metres (72.35 feet) and containing an area of 116.56 square metres, be approved and completed and the purchase price of \$2.00 be charged to Account #59057-815104B (Airport Business Park).
- ii) That the Option of Purchase be conditional upon the following terms and conditions:
 - aa) That the Region will eliminate or not establish a one foot reserve shown as Parts 7, 12 and 13 on Plan 62R-12209 and as a result will not request recovery of costs association for the servicing of a proposed public roadway shown as Part 5.
 - bb) That the completion of this transaction is subject to the simultaneous closing of the sale by the Region to Ralph Hyslop of part of Part 14, Plan 62R-12209.
- c) That subsequent to the acquisition of Parts 10 to 13, Plan 62R-12209 by the Region, that the Commissioner of Legal Services be authorized to convey the said lands required for roadway purposes to the Township of Glanbrook for a \$2.00 consideration.
- d) That the Regional Chairman, Regional Clerk and Commissioner of Fiance by authorized and directed to execute the necessary documents.



Scott Galbraith, Ec.D.
Manager, Business Development

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

That the funds (\$2) be credited to Capital Budget Account #49501 815104B.

BACKGROUND:

In developing of the Airport Industrial Business Park, staff have negotiated certain concessions in the acquisition of this parcel considering:

1. Rezoning
2. Road accessibility and servicing
3. Ministry of Transportation requirements

The acquisition of this parcel is a key factor in the Region's ability to meet the terms and conditions of sale to Southern Ontario Aviation Services Ltd. in the providing services and road accessibility. Without Mr. Hyslop's land, this transaction could not be completed.

Further, Mr. Hyslop agreed not to object to the Region's zoning amendment (at that time) possibly saving time and additional cost.

For these reasons Economic Development staff recommend approval of this transaction, notwithstanding Property Department concerns that the arrangement appears to favour Mr. Hyslop.

Prepared by Nick Catalano

/clc

✓ cc: Airport Management Board

attach.

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1992 October 28

REPORT TO: S. Galbraith
Manager, Business Development
Economic Development Department

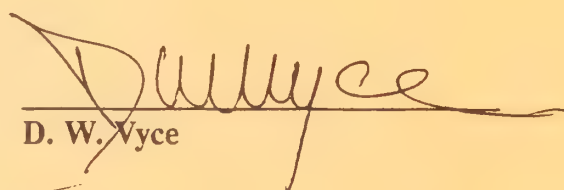
FROM: D. W. Vyce
Director of Property

SUBJECT: Highway 6, Glanbrook - Offer to Purchase and
Option to Purchase - Ralph Hyslop

RECOMMENDATION:

- a) i) That an Offer to Purchase, duly executed by Ralph Hyslop on October 19, 1992 and scheduled to close on or before January 12, 1993, for the lands described as part of Lot 5, Concession 3, in the Geographic Township of Glanford, now in the Township of Glanbrook, forming part of Part 14 on Plan 62R-12209, located to the rear of Highway No. 6, having a measurement of 20.922 metres (68.64 feet) more or less, by a depth of 38.090 metres (124.967 feet) more or less, containing an area of 796.9189 square metres (0.1969 acres), be approved and completed and the funds derived from this sale of \$2.00 be credited to Account No. 49-501815104B.
- ii) That this Offer to Purchase Agreement be subject to the following terms and conditions:
 - aa) That the Region will eliminate or not establish a one foot reserve shown as Parts 7, 12 and 13 on Plan 62R-12209 and as a result will not request recovery of costs associated for the servicing of a proposed public roadway shown as Part 5.
 - bb) The completion of this transaction is subject to the simultaneous closing of the purchase by the Region from Ralph Hyslop of Parts 10, 11, 12, and 13 on Plan 62R-12209.

- b) i) That on Option to Purchase, duly executed by Ralph Hyslop on October 19, 1992 and scheduled to close on or before January 12, 1993, for the lands described as part of Lot 5, Concession 3, in the Geographic Township of Glanford, now in the Township of Glanbrook, said parcel is more particularly described as Parts 10 to 13, Plan 62R-12209, being triangular in shape, fronting on the western limit of Highway No. 6, measuring 15.429 metres (50.62 feet) by 15.429 (50.62 feet) by 22.053 metres (72.35 feet) and containing an area of 116.56 square metres, be approved and completed and the purchase price of \$2.00 be charged to Account No. 59057-815104B (Airport Business Park).
- ii) That this Option to Purchase be conditional upon the following terms and conditions:
 - aa) That the Region will eliminate or not establish a one foot reserve shown as Parts 7, 12, and 13 on Plan 62R-12209 and as a result will not request recovery of costs associated for the servicing of a proposed public roadway shown as Part 5.
 - bb) That the completion of this transaction is subject to the simultaneous closing of the sale by the Region to Ralph Hyslop of part of Part 14, Plan 62R-12209.
- c) That subsequent to the acquisition of Parts 10 to 13, Plan 62R-12209 by the Region, that the Commissioner of Legal Services be authorized to convey the said lands required for roadway purposes to the Township of Glanbrook for a \$2.00 consideration.
- d) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the necessary documents.


D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation

BACKGROUND:

In regards to your instructions to prepare the necessary agreements to finalize your negotiations with Ralph Hyslop as they pertain to the Airport Industrial Business Park, the aforesaid recommendations are required to be forwarded to your Committee and Council for consideration.

As stated earlier to you, it is the opinion of this department that in order to get Ralph Hyslop to waive any objections to the Region's rezoning of the Airport Industrial Business Park, the benefits received by Ralph Hyslop as part of these agreements are heavy weighted in favour of Ralph Hyslop.

MCJW/nw

- c.c. Mr. W. M. Carson, Chief Administrative Officer (Region)
Mr. R. C. Roszell, Commissioner and Corporate Counsel, Legal Services Department
Attention: H. Psarakis
Gerry W. Lawson, Treasurer and Commissioner of Finance
R. Douglas, Manager of Field Surveys, Roads Department

2.1e)

REGION OF HAMILTON-WENTWORTH
- INFORMATION -

DATE: 1992 October 28

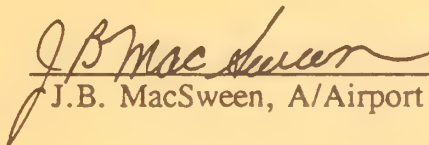
REPORT TO: Chairman and Members
Hamilton-Wentworth Region
Airport Management Board

FROM: Mr. K. Muller
Assistant to the Chief Administrative Officer
Airport Co-ordinator

SUBJECT: Temporary Use of Ticket Counter - Glanford Aviation Services Ltd.
(AIR 92-053)



K. Muller, Assistant to Chief
Administrative Officer



J.B. MacSween, A/Airport Manager

BACKGROUND:

Due to the Las Vegas and Florida charters which commenced on October 22, 1992, Glanford Aviation Services Ltd. have requested to temporarily use a ticket counter in order to handle these charters for Suntrek Holidays.

A Letter of Understanding between the Region of Hamilton-Wentworth and Glanford Aviation Services Ltd. has been drawn up for the temporary use of a ticket counter for a period of October 22, 25, and 29, 1992 and a six month period commencing November 1, 1992 through to April 30, 1993 (see attached).

Rents payable for October 22, 25 and 29, 1992 have been received.

Hamilton Airport
Mount Hope, Ontario
L0R 1W0

Phone: (416) 679-4151
Fax: (416) 679-6746

1992 October 20

Refer to File No.

Attention of

Mr. Pat Sullivan
General Manager
Glanford Aviation Services Ltd.
Hamilton Airport
Hangar #5
Mount Hope, Ontario
L0R 1W0

Dear Sir:

Re: LETTER OF UNDERSTANDING - TEMPORARY RENTAL OF TICKET COUNTER
FOR THE PERIOD OF OCTOBER 22, 25 AND 29, 1992
AND NOVEMBER 1, 1992 - APRIL 30, 1993

Please be advised that this letter will serve as a Letter of Understanding between the Region of Hamilton-Wentworth and Glanford Aviation Services Ltd. for the purpose of renting Ticket Counter #7 (see attached diagram) located in the Terminal Building for the period referenced above, to be used for the purpose of a passenger check-in service, based on the following conditions:

- i. That for the period of October 22, 25, and 29, 1992, the rental rate for this ticket counter be established at \$100.00 per day plus a 10% administration/maintenance fee and the applicable G.S.T.
- ii. That the rents payable for October 22, 25 and 29, 1992 be received by the Region prior to October 22, 1992.
- iii. For the period commencing November 1, 1992 through to April 30, 1993, the monthly rental rate be established for this ticket counter at \$450.00 per month plus a 10% administration/maintenance fee and the applicable G.S.T.
- iv. That Glanford Aviation Services deposit with the Region the first and last month's rent prior to November 1, 1992.

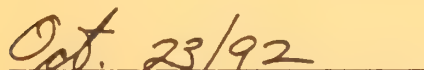
- v. That Glanford Aviation Services Ltd. provide the Region with the necessary Comprehensive and Liability Insurance, naming the Region and Transport Canada as co-insureds.
- vi. That this Letter of Understanding terminates on the 30th day of April 1993. If either Party wish to terminate this agreement, a 30 day written notice to the other party must be given.

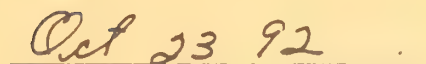
HAMILTON AIRPORT
REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH

GLANFORD AVIATION SERVICES LTD.


A/AIRPORT MANAGER


GENERAL MANAGER


DATE


DATE

Glanford Aviation Services Ltd.

FILE NO.		
LETTER NO.		
OCT 20 1992		
AFM		REF. TO
ADMIN.		
MAINT.		
ERS		FILED BY
SECURITY		

October 20, 1992

Airport Manager
Hamilton Airport
Mount Hope, Ontario
L0R 1W0

Attention: Mr. Barry MacSween
Acting Airport Manager

Dear Barry;

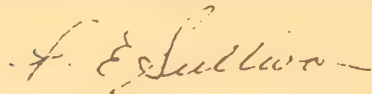
Glanford Aviation Services Ltd. would like to rent counter #7 for Suntrek and Private Jet. As you are aware the new charters will be starting October 22, 1992.

We would like to rent this counter space on a daily rate for October 22, 25 and 29, after this time we would request a monthly rate from November 1st until April 20, 1993. At this time we will review to determine if the charters will be continued or not.

Also, please be advised that Private Jet will be paying luggage fees, screening, parking and landing fees.

Yours truly,

Glanford Aviation Services Ltd.



P.E. Sullivan
General Manager

PES/sjz

2.1 f3

REGION OF HAMILTON-WENTWORTH
- INFORMATION -

DATE: 1992 October 27
110-004.3

REPORT TO: Chairman and Members
Hamilton-Wentworth Region
Airport Management Board

FROM: Mr. K. Muller
Assistant to the Chief Administrative Officer
Airport Co-ordinator

SUBJECT: Hamilton Airport - Budget Exception Report
January to September 30, 1992 (AIR 92-052)



K. Muller, Assistant to Chief
Administrative Officer



L. Franco, Director of Administration

BACKGROUND:

The Hamilton Airport Budget Exception Report for the period ending September 30, 1992 is being forwarded to this Board pursuant to Regional Finance Policy.

In 1992, Regional Council approved of a total budget for the airport in the amount of \$1,745,020. Transport Canada agreed with the proposed budget which provided for a subsidy of \$848,420. The difference of \$896,600 is the projected revenue.

Transport Canada has reconsidered its deletion of certain items in the Airport Operation & Maintenance Budget and now have provided an additional \$65,800 to carry out these works. This increase consists of a decrease of \$5,500 in ERS equipment (ie. computer, fitness equipment, etc.), an increase of \$5,300 for Repairs - Runway Surfaces (runway painting), an increase of \$5,000 for Repairs - Air Conditioning (replacement of an air conditioning compressor), an increase of \$5,000 for Travel (Airport Manager Competition), an increase of \$6,000 for Property Appraisals (property appraisals for land rental purposes), an increase of \$25,000 for Encroachment Survey and an increase of \$25,000 for Runway Crackfilling. We are in agreement with this increase. Therefore, the approved Operation and Maintenance Budget for the Hamilton Airport is \$1,810,820; projected revenues of \$896,600, and a Federal Subsidy of \$914,220.

These figures do not include the Hamilton-Wentworth portion of the non-subsidized airport budget which is a total of \$136,695, with a net cost of \$98,295.

We have reviewed the expenditures and revenues for January to September 30, 1992 and wish to report the following variances for the Transport Canada Subsidizable Airport Budget:

(F-Favourable, U-Unfavourable)

EXPENDITURES

	1992	
	<u>Budget</u>	<u>Variance</u>
CODE A - SECURITY SERVICES		
56927-343100 - Commissionaires	160,600	-9,400 (U)
Increase in commissionaire rates effective April 1, 1992 in accordance with the National Master Standing Offer Procedures & Rates for Commissionaire Services from Supply and Services Canada. A letter has been sent to Transport Canada requesting additional funding for the shortfall of \$9,400.		
CODE B - CRASH, FIREFIGHTING, RESCUE		
51601-343101 - Salaries & Wages	185,290	+16,200 (F)
Additional CFR Servicer hired effective Aug. 31/92.		
51801-343101 - Benefits	33,350	+2,650 (F)
Same as above.		
CODE D - BUILDING STRUCTURES		
56928-343103 - Building Cleaning - ATB	86,000	+7,000 (F)
The cleaning contract is lower than anticipated.		
CODE E - SURFACE STRUCTURES		
51601-343104 - Salaries & Wages	295,000	+8,000 (F)
Two equipment operators temporarily relocated to CFR Division.		
51801-343104 - Benefits	53,100	+1,400 (F)
Same as above.		
CODE I - AIRPORT MANAGEMENT		
51601-343108 - Salaries & Wages	117,500	+21,775 (F)
Airport Manager hired commencing Nov. 2/92.		
51801-343108 - Benefits	21,150	+3,705 (F)
Same as above.		

(F-Favourable, U-Unfavourable)

REVENUES

	1992	
	<u>Budget</u>	<u>Variance</u>
44651-343199 - C.A. Noise Control Bylaw Noise Control Officer is no longer located at the airport.	5,600	+4,665 (U)
45017-343199 - Aviation Fuel & Oil Refund to fuel company due to overpayment from 1991.	5,000	+12,500 (U)
45019-343199 - Car Parking - Car Rentals Due to Tilden Car Rental's departure effective 31/03/92.	6,000	+1,800 (U)
45021-343199 - Restaurant & Snack Less passenger traffic than anticipated.	18,000	+7,000 (U)
45030-343199 - Aircraft Parking Increase in aircraft parking.	40,000	-6,000 (F)
45032-343199 - Landing Fees - Domestic Due to cargo/courier volume fluctuations in Fed Ex's business, the second aircraft operates usually four times a week rather than the forecasted five times a week.	160,000	+10,000 (U)
45033-343199 - Landing Fees - Transborder Increase in international airlines.	150,000	-5,000 (F)
45035-343199 - Landing Fees - Border Other Increase in corporate aircraft traffic.	20,000	-6,000 (F)
45137-343199 - Administration/Maintenance Fee Less due to loss in concessions.	60,000	+7,000 (U)
46006-343199 - Land Rental Increase in land rental space.	90,000	-10,000 (F)
46007-343199 - Office & Shop Space Decrease in office and shop space.	90,000	+10,000 (U)

You will note on the Summary of Variances of the subsidized budget, that there is a favourable variance of \$51,330 in the expenditure portion of the budget and an unfavourable variance of \$25,965 in the revenue portion which indicates a total department unfavourable variance of \$25,365. These figures have been forwarded to Transport Canada in accordance with their financial reporting procedures, and staff will follow up with Transport Canada officials to ensure that the budget variance is accepted.

In the meantime, airport staff will be reviewing the Operations & Maintenance Budget and make every effort to keep the variance to a minimum.

We have reviewed the expenditures and revenues for January to June 30, 1992 and wish to report the following variances for the Non-subsidizable Airport Budget:

(F-Favourable, U-Unfavourable)

EXPENDITURES

	1992 <u>Budget</u>	<u>Variance</u>
53981-344101 - Passenger Screening Due to the airlines not having sufficient passenger loads to be able to resume the screening financially without the Region's involvement.	18,000	-25,000 (U)
58692-344101 - C.A. Outside Council INTACT litigation complete. Funds used from subsidized budget.	10,600	+10,600 (F)

REVENUES

42011-344100 - Marketing Study Funds received from Transport Canada for the 1991 Open House.	0	-6,500 (F)
45168-344101 - Passenger Screening Fees Price for screening fees increased from \$1.50/passenger to \$1.75/passenger.	9,000	-7,000 (F)
46007-344101 - Office & Shop Space Loss due to no tenants leasing this space to date.	20,250	+19,050 (U)

You will note on the Summary of Variances of the non-subsidized budget, that the forecasted unfavourable variance will be \$19,950 by year-end, thereby causing the net cost to increase from the approved \$98,295 to \$118,245.

BUDGET EXCEPTION REPORT

DEPARTMENT VARIANCE SUMMARY

Reporting Period: September 30, 1992 Department: Airport

Non-subsidizable Budget

VARIANCE DATE			FORECAST VARIANCE FOR YEAR END		
1992 BUDGET TO DATE	ACTUAL DATE	FAVOURABLE (UNFAVOURABLE)	1992 BUDGET	FORECAST ACTUAL FOR YEAR END	FAVOURABLE (UNFAVOURABLE) VARIANCE
(A)	(B)	(A) - (B)	(C)	(D)	(C) - (D)
TOTAL EXPENDITURE	102,520	47,675	136,695	151,095	(14,400)
TOTAL EVENUE	28,800	(3,380)	38,400	32,850	(5,550)
TOTAL EPARTMENT	73,720	44,295	98,295	118,245	(19,950)

Prepared by: _____ Department Manager: _____

BUDGET EXCEPTION REPORT

DEPARTMENT VARIANCE SUMMARY

Reporting Period: September 30, 1992

Department: Airport

Subsidizable Budget

VARIANCE DATE

FORECAST VARIANCE FOR YEAR END

1992

BUDGET
TO DATE

ACTUAL
DATE

FAVOURABLE
(UNFAVOURABLE)

1992

BUDGET

FORECAST
ACTUAL FOR
YEAR END

FAVOURABLE
(UNFAVOURABLE)
VARIANCE

(A)

(B)

(A) - (B)

(C)

(D)

(C) - (D)

TOTAL

EXPENDITURE

1,358,115

1,146,620

211,495

1,810,820

1,759,490

51,330

TOTAL

REVENUE

672,450

576,395

(96,055)

896,600

870,635

(25,965)

TOTAL

DEPARTMENT

685,665

570,225

115,440

914,220

888,855

25,365

TOTAL SUBSIDY

Prepared by: _____

Department Manager: _____

Metro JobStart Coalition

RECEIVED OCT 19 1992

2.19)

Station 1084, 8th Floor
Metro Hall
55 John Street
Toronto, Ontario, Canada M5V 3C6
Telephone: (416) 397-5314 Facsimile: (416) 397-0906

October 13, 1992

Mr. Reg Whynott
Chairman
The Regional Municipality of Hamilton-Wentworth
P.O. Box 910
119 King Street West
Hamilton, Ontario
L8N 3V9

Dear Chairman Whynott:

This is to advise you that the Metro JobStart Coalition, an advisory and advocacy body representing the construction trades and associations, local governments and the regional government of Metro Toronto, has unanimously endorsed the establishment of a Local Airport Authority for the region.

The Coalition, an apolitical body representing 80,000 unionized workers in the Greater Toronto Area, firmly believes an LAA would spur economic activity, create needed new jobs for the beleaguered construction industry and put the region into the forefront of world trade.

By putting control of Pearson International and other airports into local hands, the Coalition feels an LAA would be much more responsive to the employment needs and concerns of the construction industry.

In addition, an LAA would give labor an opportunity to sit on the board and provide needed local input into changes, renovations, new construction, social development and economic growth.

Finally, an LAA would make the region into a world gateway and confirm our area as one of North America's most important airway hubs.

Yours sincerely,



David Miller
Co-ordinator

DAM/ww



2.1h)

FILE NO.	060 033
LETTER NO.	
OCT 22 1992	
SPM	REF. TO
FOGH	
MAINT.	
ENS	ARR BY
SECURITY	PREP BY

October 14, 1992

Via Facsimile: (416) 679-6746
Originals By Mail

Mr Barry McSween
Acting Airport Manager
Hamilton International Airport
P.O. Box 69
Mount Hope, Ontario L0R1W0

Dear Mr McSween:

Private Jet Expeditions, Inc. a 121 U.S. air carrier respectfully requests permission to operate into Hamilton International Airport starting the 22nd of October 1992 though the end of April 1993 as follows:

Thursdays	Flt# 102	DEP PIE 0700L	ARR YHM 0935L
	Flt# 121	DEP YHM 1035L	ARR LAS 1215L
	Flt# 122	DEP LAS 1315L	ARR YHM 2030L
	Flt# 101	DEP YHM 2130L	ARR PIE 0005L
	FLT# 101F	DEP PIE 0105L	ARR MCO 0145L
Sundays	Flt# 104	DEP MCO 0700L	ARR YHM 0935L
	Flt# 121	DEP YHM 1035L	ARR LAS 1215L
	Flt# 122	DEP LAS 1315L	ARR YHM 2030L
	Flt# 105	DEP YHM 2130L	ARR MCO 0005L
	Flt# 105F	DEP MCO 0105L	ARR PIE 0145L

Private Jet will be operating a 727-100 aircraft, registration number N727PJ with a maximum seating capacity of 128 passengers. The program is a charter for Suntrek Hollidays. We will advise you as soon as possible of the ground handling company that will be performing the services.

Skyplan Airport Services will be our representative and will have a person on site for each flight.

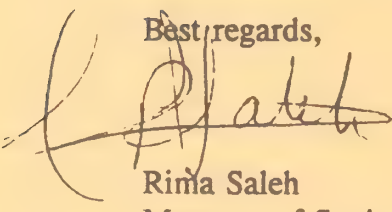
If you have any questions or need further information, please don't hesitate to call me at (404) 939-5001.



It was a pleasure talking to you this afternoon, you have been a great help to me.

Looking forward to a beneficial relationship.

Best regards,



Rima Saleh
Manager of Station Services



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Hamilton Airport
Mount Hope, Ontario
L0R 1W0

679-4151
or
679-4152

Refer to File No

Attention of:

Your File No.

1992 October 20

Ms. Rima Saleh
Manager of Station Services
Private Jet Expeditions, Inc.
64141 Lawrenceville Hwy
Tucker, GA
30084
USA
FAX 404-939-5016

Dear Ms. Saleh

Re: Charter Flights for Suntrek Holidays

Upon receipt of this letter, your airline will have permission to operate charter flights to and from Hamilton Airport for Suntrek Holidays.

This permission is granted subject to your company receiving the approvals of all other government agents, ie:

Transport Canada Security
Contact: Mr. J. Stewart, Regional Director
4900 Yonge Street
Suite 300
Willowdale, Ontario
M2N 6A5
416-224-3462

National Transportation Agency of Canada
Government of Canada Building
Suite 218
200 Town Centre Court
Scarborough, Ontario
M1P 4X8
416-973-4595

Canada Customs at the Hamilton Airport - 416-679-6202

I will advise the following other airport agencies: Control Tower, Weather Office, Restaurant, Airport Fire Department, Airport Security and other interested airport companies.

Ms. Rima Saleh
Manager of Station Services
Private Jet Expeditions, Inc.

Page 2

If I can be of any further assistance to you, please do not hesitate to contact me.

Yours truly



J.B. MacSween
A/Airport Manager

JBM:jf

cc: Hamilton Wentworth Region Airport Management Board
J. Stewart, Regional Director, Security
L. Rogers, PKO, Transport Canada
Suntrek Holidays
Canada Customs - Hamilton Airport
Immigration and Agricultural Canada
Airport Emergency Response Services
Civic Restaurant
Canadian Corps of Commissionaires
Meterological Office - Hamilton Airport
Hamilton Control Tower
Avis Rent-a-Car
Hertz Rent-a-Car
Tilden Rent-a-Car
Mount Hope Taxi

Parliament Building
Queen's Park
Toronto, Ontario
M7A 1A2



Ontario

RECEIVED NOV 3 1992
2.1 i)

Constituency Office
1522 Main Street East
Hamilton, Ontario
L8K 1E3
(416) 544-9644
Fax (416) 544-5152

LEGISLATIVE ASSEMBLY

BOB MACKENZIE, MPP
Hamilton East

HAMILTON
October 30, 1992

Mr. R.J. Whynott
Regional Chairman,
Regional Municipality of Hamilton-Wentworth
P.O. Box 910,
Hamilton, Ontario
L8N 3V9

Dear Reg,

I wish to acknowledge receipt of the copy of your letter dated October 26, 1992, the original which was addressed to Rowland S. Dunning, Executive director of the Liquor Control Board of Ontario.

I appreciate being made aware of the concerns regarding a duty-free shop at the Hamilton Airport.

Thank you for sharing this correspondence with me.

Sincerely,

A handwritten signature in cursive script that reads "Bob Mackenzie".

Bob Mackenzie
M.P.P. Hamilton East

opeiu: 343
ae



☐ Queen's Park Office Address
Room 470 East
Main Legislative Building
Queen's Park - Toronto, Ontario
M7A 1A5
Tel: (416) 325-7016
Fax: (416) 325-7864



LEGISLATIVE ASSEMBLY

DON ABEL, MPP
Wentworth North

RECEIVED NOV 3 1992
☐ Constituency Office Address
113 King Street West
Dundas, Ontario
L9H 1V1
Tel: (416) 628-6558
Fax: (416) 628-6322
1-800-667-4562

October 30, 1992

GOVERNMENT DOCUMENTS

Reg Whynott
Chairman
Regional Municipality of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Reg,

Thank you for the copy of the letter dated October 26, 1992, to Rowland S. Dunning, Executive Director of Corporate Services, Liquor Control Board of Ontario.

I appreciate the sincerity with which you express your concerns in regards to obtaining a duty-free outlet at Hamilton Airport. I hope that an amiable accomodation can be reached between all parties involved.

Once again, thank you for making me aware of your concerns and sharing this correspondence with me. If I can provide any assistance, please do not hesitate to contact my office.

Yours truly,

Don Abel, MPP
Wentworth North

DA\ae\lopeiu343

CA3 ON HW 465
H18
1992

WENTWORTH REGION
MANAGEMENT BOARD

A G E N D A

DATE: Thursday, December 10, 1992

TIME: 8:30 o'clock a.m.

PLACE: Hamilton Airport Terminal Building

1. **GENERAL**

- a) **Declaration of Interest** re: Municipal Conflict of Interest Act
- b) **Minutes** of the November 12, 1992 meeting of the Hamilton-Wentworth Region Airport Management Board

2. **CONSENT AGENDA**

2.1 **Lease of Office Space - Glanford Aviation Services Ltd. (AIR 92-054)**

- a) That the application of Glanford Aviation Services Ltd. to lease office space located in the Air Terminal Building to provide a passenger check-in service for Suntrek Holidays Ltd., be approved until such time as this office is required for another airline and subject to the following:
 - i) That the applicant enter into a six month sublease agreement with the Region in a form satisfactory to the Commissioner of Legal Services and Transport Canada;
 - ii) That the rental rate for this office space measuring 14.5 square metres be established at \$350 per month, plus a 10% administration/maintenance fee, plus the 7% G.S.T. resulting in a six month rental rate of \$2,471.70 to be paid in monthly instalments of \$411.95, plus realty taxes commencing December 1, 1992, and subject to any future Transport Canada rental increases;

- iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the sublease and/or at the time of occupancy of the said space;
- iv) That the monthly office space rent be credited to the Office & Shop Space - Account No. 1-46007-343199 and the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199;
- v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of \$1,000,000, naming the Region and Transport Canada co-insureds;
- vi) That a 30-day termination clause be included in the six month sublease agreement for both parties;
- b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute the lease documents on behalf of the Region.

2.2 Sublease Amendment - Mesaba Aviation, Inc. (AIR 92-055)

- a) That the authority for the Region to enter into a three-year lease with Mesaba Aviation Inc. for a third office space in the Air Terminal Building at Hamilton Airport at \$350 per month, plus 10% administration/maintenance fee, plus G.S.T. amounting to \$411.95 per month on a month-to-month basis until such time as this office is required for another airline, approved by Regional Council on April 7, 1992 in adopting Item 39 of Report 5-92 of the Transportation Services Committee, be amended to read as follows:
 - i) That Item 39(c) of Report 5-92 of the Transportation Services Committee be omitted and replaced by the following:

39. Lease - Mesaba Aviation Inc.

- c) That Mesaba Aviation Inc. be leased an office measuring 5.3 square metres located in the Air Terminal Building at a monthly rental rate of \$100 per month, plus 10% administration/maintenance fee, plus G.S.T. resulting in an annual rental rate of \$1,412.40 to be paid in monthly instalments of \$117.70, plus realty taxes commencing December 1, 1992 and subject to any future Transport Canada rental rate increases and that the monthly office rent be credited to the Office and Shop Space Account No. 1-46007-344101.
- b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute a Supplemental Agreement, in a form satisfactory to the Commissioner of Legal Services, between Mesaba Aviation Inc. and the Regional Municipality of Hamilton-Wentworth to reflect the above-mentioned amendment.

2.3 For the Information of the Board:

- a) **Minutes** of the November 24, 1992 meeting of the Finance and Administration Sub-Committee
- b) **Minutes** of the November 25, 1992 meeting of the Marketing Sub-Committee
- c) Canadian International Travel Consultants Trade Show (ECO 92-084)
- d) Greater Hamilton Airport Business Park (ECO 92-083)
- e) Correspondence concerning the closing of the Canadian Imperial Bank of Commerce, Mount Hope Branch, between William R. Marsh, Secretary-Treasurer, Airport Tenants and Operators Committee, and Milton J. MacLean, Senior Vice-President, Canadian Imperial Bank of Commerce
- f) Notice from Southern Ontario Area Airports Study, Transport Canada - Airports, concerning relocation to the Madison Centre

3. DISCUSSION AGENDA

3.1 Development of Lot C-13 - Update

3.2 Discussion of Consent Items

3.3 Marsh Brothers Aviation Inc. - Tour of Facility

4. OUTSTANDING BUSINESS DATE ACTION STATUS

Liability Insurance for Environmental Protection	Sept.10/92	K. Muller	Pending
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5. ADJOURNMENT

16)

MINUTES OF THE HAMILTON-WENTWORTH REGION AIRPORT MANAGEMENT BOARD

The Hamilton-Wentworth Region Airport Management Board met at 8:30 a.m. on Thursday, November 12, 1992 in the Hamilton Airport Terminal Building.

Present: Chairman (Regional Chairman) R. J. Whynott
Vice Chairman K. Gregg
Councillors G. Etherington, H. Merling, R. Wade, D. Wilson;
O. Boris, L. Culver, J. Mongeon, J. Skelton

Absent with regrets: Councillor D. Agostino - City Business
Messr. B. Gillespie

Also present: Councillor F. MacIntyre; Messrs. W. M. Carson, N. Catalano,
S. Kincaid, B. McSween, Mme. L. Howard

NEW BUSINESS #1

Sam Kincaid was introduced as the new Airport Manager and expressed his pleasure at being in his new office. He is looking forward to working with the Board and sees many interesting challenges and opportunities facing us in the months ahead.

1. GENERAL

- a) **Declaration of Interest** re: Municipal Conflict of Interest Act: None
- b) **Minutes** of the October 15, 1992 meeting of the Hamilton-Wentworth Region Airport Management Board

(Skelton/Etherington)

Be received and adopted as presented.

CARRIED.

2. CONSENT AGENDA

(Wade/Wilson)

2.1 For the Information of the Board:

- a) **Minutes** of the October 27, 1992 meeting of the Finance and Administration Sub-Committee
- b) **Minutes** of the October 27, 1992 meeting of the Marketing Sub-Committee

- c) Passenger/Cargo Service (ECO 92-073)
- d) Highway No. 6, Glanbrook - Offer to Purchase and Option to Purchase - Ralph Hyslop (ECO 92-081)

Note: This item is being brought to the Economic Development & Planning Committee.

(Councillor Merling indicated that he wished to be recorded as OPPOSED to this item.)

- e) Temporary Use of Ticket Counter - Glanford Aviation Services Ltd. (AIR 92-053)
- f) Hamilton Airport - Budget Exception Report - January to September 30, 1992 (AIR 92-052)
- g) Correspondence from David Miller, Co-ordinator, Metro JobStart Coalition, regarding the Greater Toronto Area Local Airport Authority
- h) Correspondence between Rima Saleh, Manager of Station Services, Private Jet, and Barry McSween, Acting Airport Manager regarding permission to operate at Hamilton Airport from October 22, 1992 through the end of April 1993
- i) Correspondence from Bob Mackenzie, MPP, Hamilton East, and from Don Abel, MPP, Wentworth North, re Duty-Free Shop at Hamilton Airport

CARRIED.

3. DISCUSSION AGENDA

3.1 Discussion of Consent Items

- 2.1(a) **Minutes** of the October 27, 1992 meeting of the Finance and Administration Sub-Committee

The Operations-Physical Plant and the Finance and Administration Sub-committees will meet jointly until such time that the amount of business requires two separate meetings.

(Wilson/Wade)

That the actions of the Finance & Administration Sub-Committee be confirmed.

CARRIED.

(Wade/Wilson)

That the 1993 Hamilton Airport Non-subsidizable Budget be referred back to staff and to the Finance and Administration Sub-Committee for their comment and recommendations.

CARRIED.

2.1(b)

Minutes of the October 27, 1992 meeting of the Marketing Sub-Committee

K. Gregg outlined the October 27, 1992 minutes of the Marketing Sub-Committee.

2.4 Press Release

K. Gregg, S. Kincaid, and Chairman Whynott will meet following each Airport Management Board meeting to formulate a Press Release.

Board members who are asked to speak to the press should feel free to contact the Airport Manager, S. Kincaid, or N. Catalano, Economic Development, for briefing.

2.5 Airport Observation Area

Discussion re establishing an observation area at Hamilton Airport resulted in a suggestion that this matter will be pursued by the Airport Manager in the future.

3.1 Request for Proposals

Concern was expressed over the length of time between meetings creating delays in approvals of projects or submissions. Chairman Whynott clarified that it is possible to arrange special meetings of the Airport Management Board when required.

3.3 Duty Free

The Legal Services Department will be requested to report on the possibility of the Airport Management Board managing a Duty Free Shop after the required licence has been received.

NEW BUSINESS #2

The following items were received:

- a) Article from the November 7, 1992 Spectator re Sam Kincaid, new Airport Manager **Attachment**
- b) Correspondence from Sandy Hutchison, Office of the Minister of State Transport, acknowledging our letter re duty-free store authorization at Hamilton Airport **Attachment**
- c) Correspondence to CKOC from Pem Air Ltd., Air Laurentian, U.S. Air Express, and Northwest Airlink re announcing the status of departures from Hamilton Airport

Mr. Whynott has spoken with CHML/CKDS and they will be happy to make daily flight announcements if someone from the Airport will provide them with the information. **Attachment**

- d) Correspondence from William Marsh concerning the opening of Marsh Brothers Aviation Inc. and an invitation to view the facility following the next Airport Management Board meeting

The Legislative Assistant was instructed to make this tour the last item on the agenda for December 10, 1992. **Attachment**

- e) Announcement re Tiger Cat Rally, Saturday November 14, 1992 **Attachment**

3.2 In-Camera Item (Marketing Sub-Committee)

On motion (Wilson/Skelton) the Board moved In Camera.

CARRIED.

On motion (Etherington/Wilson) the Board moved Out of Camera.

CARRIED.

**Hamilton-Wentworth Region
Airport Management Board**

Minutes

November 12, 1992

The Board Adjourned at 10:10 a.m.

Chairman

Secretary

Airport a 'friendly place, new head says

Likes city's 'can-do' spirit

By JOHN BURMAN
The Spectator

THE NEW manager of Hamilton Airport believes the facility's small size could be one of its strongest assets.

Sam Kincaid, the cheerful, no-nonsense former air force colonel who took over as manager Monday, says the airport's size allows it to be customer focused and flexible.

"It is small enough you can personalize things for passengers and be adaptable. You can be very friendly to people in a place like this.

'Tremendous advantage'

"When you can land here and you're on the road three minutes later, to me that's a tremendous advantage over other airports," he says.

Mr. Kincaid, 59, came to Hamilton from the manager's office at Oshawa airport, a post he'd held since leaving the air force in 1986 to take the Oshawa post.

He likes Hamilton, its gritty enthusiasm. He's a lot like that himself.

He has no plans to be a simple caretaker, waiting patiently for Ottawa to change things and make the airport some have called Mount Hopeless hum.

"I've come here to do something," he says, "I like the attitude of Hamilton, its can-do spirit. That attracted me as much as the facilities here and the great potential.

Having Pearson International Airport just a few miles up the highway is a fact of life for Hamilton airport and its long-standing efforts to increase passenger service from the terminal, he says, but he believes Hamilton can survive in Toronto's shadow just as La Guardia does in close proximity to New York's JFK airport.

He's says he's got some ideas for a Hamilton "non-relating" behind the blue

eyes but he's keeping them to himself until the time is right. But, he says he believes the airport is well-positioned to take advantage of increased business when the general economy starts to turn around.

In the meantime, marketing plans for the airport include promoting community and business awareness of the facility and what it can offer to its southern Ontario hinterland.

"I will be involved (in the marketing). It's part of my job selling this airport and convincing people and companies to use it," he says.

"Everything helps move things forward," he says, noting the startup of Suntrek vacation charter flights to Florida and Las Vegas two weeks ago will help convince travellers and travel agents of the ease with which Hamilton Airport can handle vacations.

"Agents can sell it as an easy point of origin."

Mr. Kincaid says one thing he has noticed since his arrival is how often the phones in the administration offices ring with callers seeking basic information about the airport and the five airlines offering service there.

Information line

"That's a good sign," he says, adding its also one of the reasons the region is promoting an information line for the airport.

Hamilton Airport is known for certain things, like its classy air show — he's attended in the past — its new runway, free parking, ease in boarding and customs clearance and friendly staff, he says.

"These are all things that say we have a product here and things that make it easier to promote.

"It's there," he says emphatically. "We do have something to sell."

AIRPORT MANAGEMENT BOARD
MINUTES OF NOVEMBER 12, 1992
N.B. #2(a)



Ted Brellisford, The Spectator
Sam Kincaid says the size of Hamilton's airport makes it a user-friendly site.

RECEIVED NOV 9 1992

Office of the Minister of State
Transport

Cabinet du ministre d'État
Transports

AIRPORT MANAGEMENT BOARD
MINUTES OF NOVEMBER 12, 1992
N.B. #2(b)

NOV - 5 1992

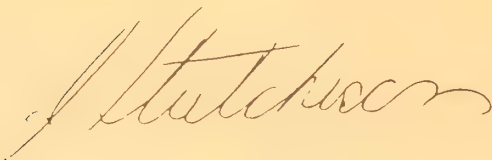
Mr. R.J. (Reg) Whynott
Regional Chairman
The Regional Municipality
of Hamilton-Wentworth
P.O. Box 910
Hamilton, Ontario
L8N 3V9

Dear Mr. Whynott:

On behalf of the Honourable Shirley Martin, Minister of State (Transport), I would like to acknowledge receipt and thank you for a copy of your letter of October 26, 1992, to Mr. Rowland S. Dunning, with regard to a duty-free store authorization at Hamilton Airport.

Please be assured that your correspondence will be brought to the Minister's attention.

Sincerely,



Sandy Hutchison
Special Assistant
Communications and Policy

November 2, 1992

Mr Mevin Grant
Station Programmer
CKOC Radio
883 Upper Wentworth
Hamilton, Ontario
L9A 4W5

Dear Mr Grant,

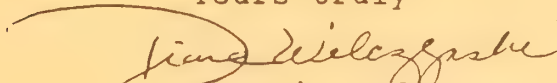
Every morning we listen to your radio station...
we are even tuned into 'Oldies 1150' in the airport terminal
and on our airport terminal telephone system.

Letting people know that Toronto flights are on
time is a great idea...How about Hamilton flights?

We have four commercial carriers here that connect
passengers to the U.S., Eastern Canada and International desti-
nations.

We are hoping Mr Grant that, by CKOC 1150 announcing
the status of departures from Hamilton Airport, this would
encourage local endeavours and make the community aware of our
excellent passenger service from Hamilton...with great music
while you wait.

Yours truly


Pem Air Ltd.


Air Laurentian


U.S. Air Express


Northwest Airlink

cc: Mr Sam Kincaid, Hamilton Airport Manager
The Honourable Shirley Martin, Minister of State (Transport)
Mr Nick Catalano, Economic Development Department, Regional
Municipality of Hamilton-Wentworth.
Hamilton Wentworth Region Airport Management Board
Paul Aicken, Airport Tenants & Operators Committee

Glanford Aviation Ltd.



AIRPORT MANAGEMENT BOARD
MINUTES OF NOVEMBER 12, 1992
N.B. #2(d)

November 6, 1992

Chairman and Members
Hamilton-Wentworth Region
Airport Management Board

Marsh Brothers Aviation Inc. will be opening its doors for business Monday, November 9th. M.B.A. is Hamilton Airport's newest Fixed Base Operator, offering aviation fuels and associated services.

We would like to extend an invitation to the "Hamilton Airport Management Board" to view our new facility and for their convenience have selected December 10th, after the Board's meeting.

Although our new facility is much smaller than several other private ventures planned for our airport, we are quite proud of it and are anxious to show it off.

If appropriate, we would request that this invitation be extended with the agenda for the December 10th meeting.

Yours truly
M.B.A.


William R. Marsh
President

Hamilton Airport

MAINTAIN THE ROAR



AIRPORT MANAGEMENT BOARD
MINUTES OF NOVEMBER 12, 1992
N.B. #2(e)

FREE - BRING THE FAMILY - FREE

**JOIN THE TIGER-CATS
PRE - PLAYOFF - GAME RALLY
IN FRONT OF
THE ROYAL CONNAUGHT HOTEL**

SATURDAY, NOVEMBER 14, 1992

6:00 pm - 8:00 pm

- MEET THE COACHES AND THE PLAYERS
- GET THE PLAYERS AUTOGRAPHS
- MEET CHML "ON AIR" PERSONALITIES
- OTHER MEDIA STARS WILL BE PRESENT
- TIGER-CAT CHEERLEADERS
- TC AND PIGSKIN PETE

**LET'S SHOW THE CATS WE CARE!
COME AND JOIN THE FUN!!**



PRE GAME SEND OFF

FOR A

WINNING TEAM

Let's get ready to cheer the Tiger-Cats to VICTORY!

SUNDAY - NOV. 15, 1992

BRUNCH
AT THE
ROYAL CONNAUGHT HOTEL

\$19.75 *per person*
(plus applicable taxes)

BRUNCH BUFFET from 11:00 a.m.
Parking

Reserved bus to and from the game
Souvenirs - Entertainment - Door Prizes



LIMITED AVAILABILITY
BRUNCH TICKETS MUST BE PURCHASED IN ADVANCE
FROM THE FRONT DESK OF THE ROYAL CONNAUGHT HOTEL
FOR INFORMATION PLEASE CALL: 546-8111

PLEASE DON'T LITTER - TAKE THIS FLYER HOME WITH YOU

CONSENT

AGENDA

MATERIAL

REGION OF HAMILTON-WENTWORTH
- RECOMMENDATION -

DATE: 1992 November 25

REPORT TO: Chairman and Members
Hamilton Region
Airport Management Board

FROM: Mr. S.L. Kincaid
Airport General Manager

SUBJECT: Lease of Office Space - Glanford Aviation Services Ltd.
(AIR 92-054)

RECOMMENDATION:

- a) That the application of Glanford Aviation Services Ltd. to lease office space located in the Air Terminal Building to provide a passenger check-in service for Suntrek Holidays Ltd., be approved until such time as this office is required for another airline and subject to the following:
- i) That the applicant enter into a six month sublease agreement with the Region in a form satisfactory to the Commissioner of Legal Services and Transport Canada.
 - ii) That the rental rate for this office space measuring 14.5 square metres be established at \$350.00 per month, plus a 10% administration/maintenance fee, plus the 7% G.S.T. resulting in a six month rental rate of \$2,471.70 to be paid in monthly instalments of \$411.95, plus realty taxes commencing December 1, 1992, and subject to any future Transport Canada rental increases;
 - iii) That the applicant be required to deposit with the Region the first and last months' rent at the time of executing the sublease and/or at the time of occupancy of the said space;
 - iv) That the monthly office space rent be credited to the Office & Shop Space - Account No. 1-46007-343199 and the monthly administration/maintenance fee be credited to the Administration/Maintenance Fee Account No. 1-45137-343199.
 - v) That the applicant be required to provide the Region with the necessary Comprehensive and Liability Insurance in the amount of \$1,000,000, naming the Region and Transport Canada co-insureds;

- vi) That a 30-day termination clause be included in the six month sublease agreement for both parties.
- b) That the Regional Chairman, Regional Clerk and Commissioner of Finance Be authorized and directed to execute the lease documents on behalf of the Region.

S.L. Kincaid, Airport General Manager

J.B. MacSween, Maintenance Superintendent

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

We have been advised by our Finance Department that payments by Glanford Aviation Services Ltd. are being maintained regularly.

BACKGROUND:

Regional Council at its meeting of April 7, 1992, approved that Mesaba Aviation, Inc. rent a third office at \$350.00 per month, plus 10% administration/maintenance and 7% G.S.T. on a month-to-month basis until such time as this office is required for another airline.

We are in receipt of a letter from P.E. Sullivan, General Manager, Glanford Aviation Services Ltd. requesting office space located in the Air Terminal Building in order to provide a passenger check-in service for Suntrek Holidays Ltd. and Private Jet. Therefore, Glanford Aviation Services Ltd. will be moving into Mesaba's third office known as Office No. 1154 (see attached diagram) and in turn Mesaba Aviation, Inc. has agreed to be relocated in the Air Terminal Building.

cc: B. McMullen, Finance Department
B. Loreto, Legal Services Department

*Glanford
Aviation
Services Ltd.*

NEW
RET 100-07-2

November 25, 1992

Airport Manager
Hamilton Airport
Mount Hope, Ontario
L0R 1W0

Attention: Mr. Barry MacSween
Maintenance Superintend

Dear Barry;

Glanford Aviation Services Ltd. would like to rent office #1154 for SunTrek and Private Jet.

We would like this office from December 1st, 1992 until May 31, 1993. At that time, we will determine if the charters will be continued for the summer.

Yours truly,

Glanford Aviation Services Ltd.



P.E. Sullivan
General Manager

PES/sjz

The floor plan depicts a large, multi-winged commercial building. The central portion features a prominent U-shaped corridor system. To the left, a large rectangular section contains several smaller, interconnected rooms. To the right, a long, narrow wing extends horizontally, housing a series of offices or service areas. The plan is meticulously detailed with room numbers, door swings, and structural columns. A north arrow is located in the upper right quadrant. The overall layout suggests a functional design for an aviation-related business, with clear circulation paths and dedicated workspaces.

#1154

#11175

REGION OF HAMILTON-WENTWORTH
- RECOMMENDATION -

DATE: 1992 November 25
RET 100-13.1

REPORT TO: Chairman and Members
Hamilton Region
Airport Management Board

FROM: Mr. S. L. Kincaid
Airport General Manager

SUBJECT: Sublease Amendment - Mesaba Aviation, Inc.
(AIR 92-055)

RECOMMENDATION:

- a) That the authority for the Region to enter into a three-year lease with Mesaba Aviation Inc. for a third office space in the Air Terminal Building at Hamilton Airport at \$350.00 per month, plus 10% administration/maintenance fee, plus G.S.T. amounting to \$411.95 per month on a month-to-month basis until such time as this office is required for another airline, approved by Regional Council on April 7, 1992 in adopting Item 39 of Report 5-92 of the Transportation Services Committee, be amended to read as follows:
- i) That Item 39(c) of Report 5-92 of the Transportation Services Committee be omitted and replaced by the following:
- 39. Lease - Mesaba Aviation, Inc.**
- c) That Mesaba Aviation Inc. be leased an office measuring 5.3 square metres located in the Air Terminal Building at a monthly rental rate of \$100.00 per month, plus 10% administration/maintenance fee, plus G.S.T. resulting in an annual rental rate of \$1,412.40 to be paid in monthly instalments of 117.70, plus realty taxes commencing December 1, 1992 and subject to any future Transport Canada rental rate increases and that the monthly office rent be credited to the Office and Shop Space Account No. 1-46007-344101.

- b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute a Supplemental Agreement, in a form satisfactory to the Commissioner of Legal Services between Mesaba Aviation Inc. and the Regional Municipality of Hamilton-Wentworth to reflect the above-mentioned amendment.

S.L. Kincaid, Airport General Manager J.B. MacSween, Maintenance Superintendent

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Our Finance Department has been advised of the change in the monthly rental rate effective December 1, 1992.

BACKGROUND:

Regional Council at its meeting of April 7, 1992, approved that Mesaba Aviation, Inc. rent a third office at \$350.00 per month, plus 10% administration/maintenance and 7% G.S.T. on a month-to-month basis until such time as this office is required for another airline.

We are in receipt of a letter from Ms. C. Jameson, Station Manager, Mesaba Aviation, Inc. advising that they require to be relocated due to Glanford Aviation Services Ltd. being in need of this office in order to provide a passenger check-in service for Suntrek Holidays Ltd.

Office space is available in the Regionally owned offices. Mesaba Aviation, Inc. has agreed to move into this office space known as Office No. 1175 (see attached diagram) at a monthly rental rate of \$100.00 per month, plus 10% administration/maintenance fee, plus G.S.T. amount to \$117.70 per month.

Upon your Board's approval of this sublease amendment, a Supplemental Agreement will be prepared to amend the existing sublease with Mesaba Aviation, Inc.

cc: B. McMullen, Finance Department
B. Loreto, Legal Services Department

Mesaba Aviation, Inc.
7501 26th Avenue South
Minneapolis MN 55450

612 726-5151
612 726-5151 325 Fax
5101002441 TELEX



Attention Airport Management:

Please be advised that the airline office previously used
by Mesaba Aviation is now required by another airline.

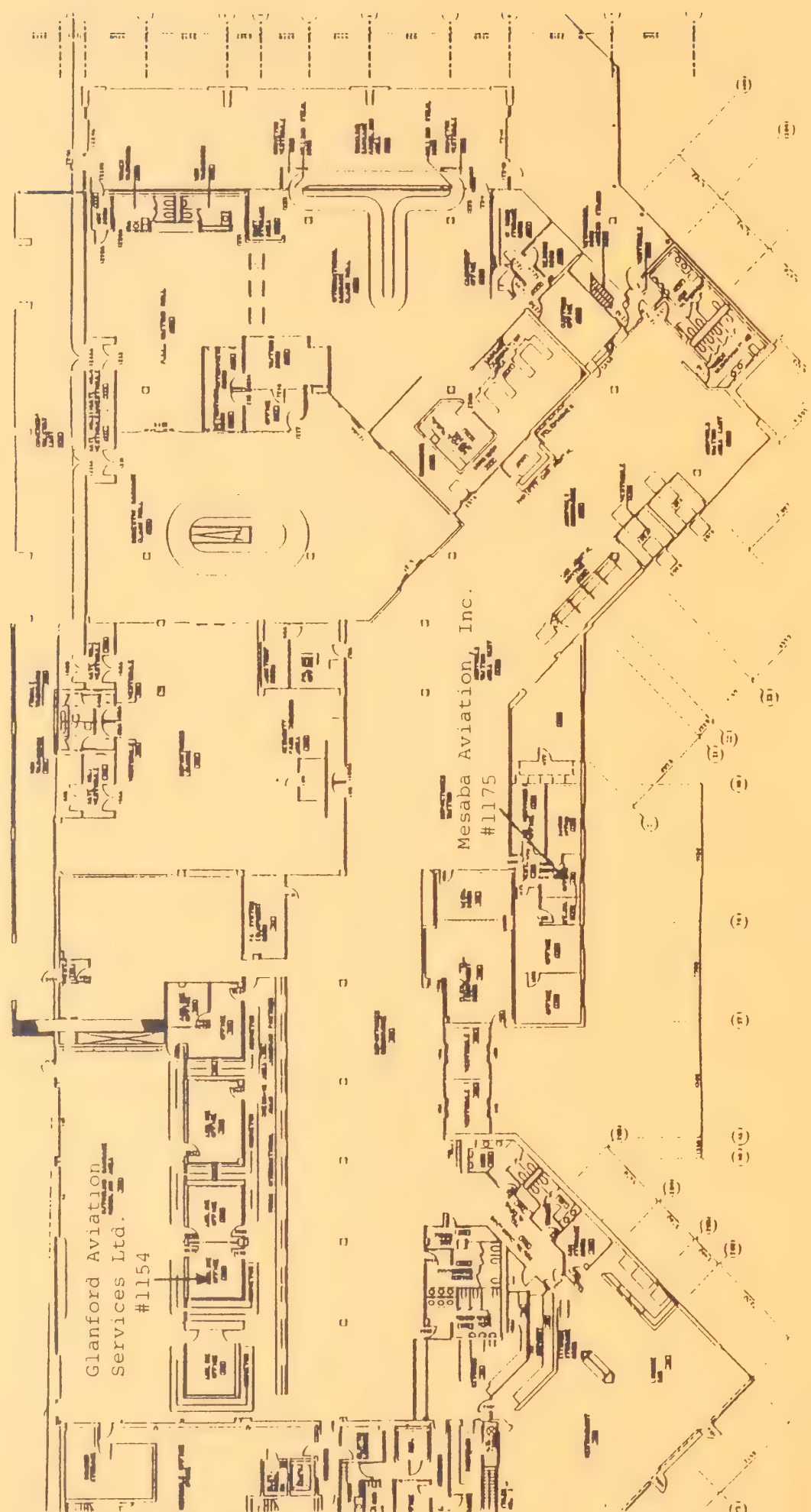
At this time, I would like to request assignment of another
office space within the terminal building.

Thanks,

A handwritten signature in dark ink, appearing to read 'C. Jameson' or 'Carolyn Jameson'. The script is fluid and cursive.

Carolyn Jameson,
Customer Service Manager
Mesaba Aviation

HAMILTON AIRPORT TERMINAL BUILDING



Glanford Aviation
Services Ltd.
#1154

Mesaba Aviation, Inc.
#1175

2.3a)

**MINUTES OF THE HAMILTON REGION
AIRPORT MANAGEMENT BOARD
FINANCE AND ADMINISTRATION SUB-COMMITTEE**

The Hamilton Region Airport Management Board Finance and Administration Sub-Committee met at 2:00 p.m. on Tuesday, November 24, 1992 at the Hamilton Airport Boardroom (Rm 1122).

Present: Councillor G. Etherington (Chairperson)
Councillor D. Willson

Absent with Regrets: Councillor G. Etherington

Also Present: Messrs J. Skelton, K. Gregg, S. Kincaid,
B. MacSween, K. Muller and Mme. J. Furlani

GENERAL

1. 1993 HAMILTON AIRPORT NON-SUBSIDIZABLE BUDGET

That the 1993 Hamilton Airport Non-subsidizable Current Budget in the net levy amount of \$98,300, be approved and forwarded to the Committee of the Whole for inclusion in the overall 1993 budget.
(Gregg/Skelton) **CARRIED.**

NEW BUSINESS

1. ERS FITNESS EQUIPMENT

K. Gregg inquired on the necessity of ERS fitness equipment identified in the 1993 airport's subsidizable budget.

B. MacSween explained that Transport Canada has identified fitness guidelines for firefighters at Transport Canada airports. The amount budgeted for this equipment is to meet the Transport Canada guidelines. Transport Canada may or may not approve this expenditure. But if not approved, they will let airport management know how to proceed with this equipment purchase. Transport Canada may have a National Standing Offer for the purchase of the fitness equipment for Transport Canada airports and this may be extended to the subsidized airports, ie. Hamilton.

2. FINANCIAL REPORTING

K. Gregg suggested that staff considered putting the budget together in a format following normal business practices as some Board members may not understand the present format.

S. Kincaid indicated that staff is currently reporting the budget in two formats, having a third format to work with would create more work for staff. The airports subsidizable budget is presently reported in both the Regional Budget Format and the Transport Canada National Budget Format.

K. Muller suggested that staff should sit down with the Board members and look at what their needs are in the financial reporting aspect and possibly explain how it works.

3. HYDRO PROGRAMS

K. Gregg presented the Sub-committee with brochure material from Ontario Hydro on energy efficient lighting incentives.

S. Kincaid reported that Transport Canada has instituted a variety of methods in hydro savings across the country and will look into whether or not this airport is included.

B. MacSween advised that the Air Terminal Building, as far as lighting is concerned, is in good shape due to the energy saving devices used, ie. metal halide, mercury vapours, etc. He also advised that the airport does have a problem in its hydro consumption. Staff will be in contact with Transport Canada either to involve their energy conservation staff or obtain their permission to retain a consultant to evaluate our energy needs to make suggestions towards energy conservation.

The Sub-committee recommended that staff deal with the brochure material and report back to the Finance and Administration Sub-committee with the feasibility of hydro savings.

CARRIED.

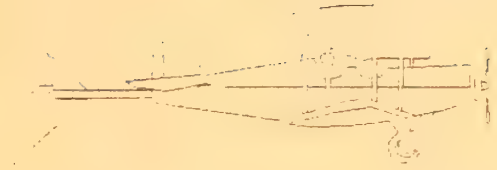
(Wilson/Gregg)

On motion (Skelton/Gregg) the Hamilton Region Airport Management Board Finance and Administration Sub-Committee adjourned at 3:00 p.m.

Chairman

Secretary

**HAMILTON
AIRPORT**



1993
NON-SUBSIDIZABLE
BUDGET

DEPARTMENT: AIRPORT - NON SUBSIDIZED

1993 CURRENT BUDGET HIGHLIGHTS

1. OVERVIEW

- The 1993 Maintenance Budget of \$98,300 reflects a 0% increase over the 1992 Budget.

	<u>1992</u> <u>Budget</u> \$	<u>1993</u> <u>Budget</u> \$	<u>Increase</u> %
Gross Expenditures	91,695	97,800	6.66
100% Recoverable			
Regional Expenditures	0	28,000	
Capital	<u>45,000</u>	<u>39,000</u>	(13.33)
	136,695	164,800	20.56
Revenues	<u>38,400</u>	<u>66,500</u>	73.18
Net Levy	<u>98,295</u>	<u>98,300</u>	0.00

2. MAJOR DRIVING FACTORS

Expenditures:

- Passenger screening costs (\$43,500)
 - Represent 46% of gross expenditures and has increased from \$18,000 Budget in 1992. The Special Airport Committee, at its meeting of August 12, 1991, agreed to pay 60% of the cost of the passenger screening service until such time as other airlines are utilizing this service and the cost can be shared amongst them. Cost is \$1.75 per passenger.
- Debt Charges: (\$39,000)
 - In 1988 the Region, at the request of Nationair, built offices to accommodate their administration and reservation operation. The debt charges for the addition were to be recovered by rental fees from Nationair. Several years ago, Nationair terminated their service at the airport, and the space remains empty. Until the space is leased to other tenants, the difference between the debt charges and rental fees will be funded by the general levy.
 - Represents 24% of total expenditures.
- Promotion (\$23,940)
 - Represents 24% of gross expenditures and has increased from \$10,000 Budget in 1992. The increase of \$14,000 represents additional funds for promoting the Airport in conjunction with the Airport Marketing Plan.

DEPARTMENT: AIRPORT - NON SUBSIDIZED

-2-

- Contractual Services (\$11,000)
 - Represents 12% of gross expenditures and has been added to the budget to provide funds to undertake studies and to cover other extraneous expenditures.

Revenues:

- Administration/Maintenance Fee (\$28,000)
 - This is new in 1993 and represents 42% of revenues. This 10% fee is charged on landing fees and rentals (included in the subsidized budget). It was instituted by the Region to help offset expenditures not completely supported by Transport Canada in the subsidized budget (ie, car parking allowance - \$17,000 and contractual services - \$11,000).
- Passenger Screening Fees (\$33,500)
 - To recover the cost of passenger screening at \$1.75 per passenger from airlines utilizing the service. This has increased from \$9,000 to \$33,500 to reflect a full year's revenues in comparison to one third reflected in 1992.

3. DISCRETIONARY REDUCTIONS

- None

4. PROGRAMS NOT AFFORDABLE

- None required - net levy at 0% increase.

5. OTHER INFORMATION

- Transport Canada - Subsidized Budget
 - A budget in the amount of \$1,867,450 has been submitted to Transport Canada for review. This represents a 3.1% increase over prior years' submission.

6. ISSUES TO BE RESOLVED

- None

EXPENDITURE DETAIL

ACTIVITY: Non-Subsidizable Activities
Miscellaneous

EXPENDITURE NUMBER	DESCRIPTION	EXPENDITURE AMOUNT	DETAIL
044101	Expenditures		
33961	Parking Allowance	17,000	As in 1992, Transport Canada has directed the Region to charge for car parking at Hamilton Airport as other airports do. This parking allowance expenditure is offset by the revenue generated from the Admin/Mtce Fee in this non-subsidized budget and appears as a parking allowance revenue in the subsidized budget.
33931	Passenger Screening	13,500	The Special Airport Committee at its meeting of August 12, 1991 agreed to pay 60% of the cost of the passenger screening service until such time as other airlines are utilizing this service and the cost can be shared amongst them. US Air Express is paying the remaining 40% of the cost. At the present time, the airlines providing passenger service have indicated that due to insufficient passenger volumes, they are unable to carry the cost of providing the passenger screening service as per Transport Canada requirements. Currently, we are charging all new airlines, such as Pem Air, Air Laurentian and Northwest, \$1.75 per passenger. It is anticipated that as passenger volumes increase, the airlines will become completely responsible financially for the passenger screening service.
36355	Local Promotion	23,940	The increase of \$13,940 represents additional funds for promoting the airport in conjunction with the Airport Marketing Plan.
36346	Contractual Services	11,000	To provide funds to undertake studies and to cover other extraneous expenditures.
36022	Debt Charges - Internal	39,000	In 1988, the Region at the request of Nationair, built offices to accommodate their administration and reservations operation. The debt charge for the addition was to be recovered by the rental fees from Nationair. Since Nationair terminated their service at Hamilton Airport, we have been trying to lease the space to other tenants. Transport Canada is presently reviewing purchasing this space from the Region and incorporating it into the Air Terminal Building. This space also includes the new Duty Free Shop which has been held up by the L.C.B.O. for approval since August of 1990. This approval was denied in mid 1992 due to low transborder passenger volumes. With the anticipated charter flights for the winter of 1992/93, The Region will be reapplying for the approval of a Duty Free Shop. (See revenue section - Office and Shop Space).
36901	C.A. - Outside Services	30,000	To cover the costs for various professional fees that are required for the Region to operate the airport. Normally, these costs are not directly incurred by other Transport Canada airports.

REVENUE DETAIL

ACTIVITY:Non-Subsidizable Activities
Miscellaneous

ACCOUNT NUMBER	DESCRIPTION	REVENUE AMOUNT	DETAIL
344101 - Revenues			
45137	Admin/Mtce Fee	28,000	This 10% Administration/Maintenance Fee was instituted by the Region to help offset expenditures that were not completely supported by Transport Canada in the subsidized budget. This transferred fee from the subsidized budget will be used in this <u>non-subsidized</u> budget to offset the car parking allowance expenditure and contractual services expenditure (see expenditure detail).
45165	Passenger Screening Fees	33,500	To recover the cost of passenger screening at \$1.75 per passenger.
46007	Office and Shop Space	5,000	Anticipated rental fees if leased during 1993. Currently, there are no tenants in these offices.

2.3b)

**MINUTES OF THE HAMILTON REGION
AIRPORT MANAGEMENT BOARD
MARKETING SUB-COMMITTEE**

The Hamilton Region Airport Management Board Marketing Sub-Committee met at 8:00 a.m. on Wednesday, November 25th, 1992 in the Hamilton Airport Board Room.

Present: Chairman K. Gregg
L. Culver
J. Mongeon

Absent with regrets: D. Agostino
B. Gillespie

Also Present: Messrs. N. Catalano, J. Evans, S. Galbraith, S. Kincaid,
B. MacSween, J. Skelton
Mme. M. Thompson

1. GENERAL

- a) Minutes of the October 27th, 1992 meeting of the Marketing Sub-Committee.

(Mongeon/Culver)

Be received and adopted as presented.

CARRIED

2. DISCUSSION AGENDA

- a) **Press Release Policy**

A Media Policy was presented by staff and accepted on the recommendation that this Policy be exercised in the interim following each Airport Management Board Meeting, and for dealing with the day to day operations of the Airport. It was also recommended that this Media Policy be introduced at the next meeting of the Management Board on December 10th, 1992 in order to find ways of making the Policy integral in the role of Economic Development and the Airport General Manager.

- b) **Airport Observation Area**

Staff reported back on the feasibility of having an Airport Observation Area located within the Terminal Building. It was suggested that due to the lack of funds, a new addition to the second floor would not be in the foreseeable future. Airport Staff will report back to the next Marketing Sub-Committee on the possibility of an airport observation area being located outside of the Terminal Building.

c) **Duty Free Store**

Staff reported to the Marketing Sub-Committee that following discussions with the Region's Legal Department, that the Management Board cannot run the operation of a Duty Free Store at the Hamilton Airport, and similarly the Regional Municipality of Hamilton-Wentworth cannot without the appropriate legislation being enacted.

Staff reported that a preliminary meeting between Mr. Len Petura, Mr. Sam Kincaid, and Mr. Nick Catalano is scheduled for Friday, November 27, 1992 to discuss effective methods of lobbying for this licence. It was suggested that staff prepare a report on the outcome of this meeting for the next scheduled Marketing Sub-Committee Meeting.

2.2 MARKETING CAMPAIGN UPDATE

It was reported to the Marketing Sub-Committee that the Economic Development Department will be continuing with the basic marketing format for 1993, and that a Budget for same would be presented at the next Marketing Sub-Committee meeting.

2.3 JACK EVANS, CWHM PRESENTATION

Mr. Evans, General Manager of the Canadian Warplane Heritage Museum was invited to join the meeting. Mr. Evans distributed a summary outlining concerns to be addressed by the Marketing Sub-Committee. These concerns were:

- 1) Canadian Warplane Heritage Museum should be incorporated in the Hamilton Airport Marketing Plan, based on the uniqueness of the Museum as well as Airport revenues generated by its successful operation.
- 2) Implementation of the Museum's own Marketing plan is contingent upon the development of Lot C5, where the Krakow Wing is located. The Krakow Wing is currently operating on an Overholding Tenancy Agreement which is not suitable to the Museum.

It was reported that the Airport General Manager will be attending a meeting of the Board of Directors for the Canadian Warplane Heritage Museum on November 28th, 1992 whereby the Museum could outline their requirements in greater detail. A tour of the Krakow Wing was conducted following the meeting.

The meeting was adjourned at 9:25 a.m.

Chairman

Secretary

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

HAMILTON REGION

AIRPORT MANAGEMENT BOARD

MEDIA POLICY

POLICY LETTER #1

1. Formal media releases shall be issued only with the authorization of the Board. Media releases shall be effected through the office of the Chairperson of the Board.
2. In emergency situations, the Chairperson, or, in the absence of the Chairperson, the Vice may issue media releases.
3. Media releases shall be issued following each Board meeting.
4. Copies of all media releases shall be given to all members of the Board and the Airport General Manager.
5. The Airport General Manager shall normally be listed as the point of contact for further inquiries on all media releases.
6. The Airport General Manager shall respond directly to any airport media inquiries occurring on a day to day basis.
7. Plans for any media appearance, interview or presentation involving the Board, shall be discussed with the Chairperson prior to the event. (By-law No. R91-028 Schedule D)
8. No official announcement of a corporation or policy nature involving the Board shall be made except with the prior approval of the Chairperson. (By-law No. R91-028 Schedule D)
9. The Airport General Manager shall maintain a media/public information kit for the use of Board members in the preparation for interviews or speeches.

MARKETING COMMITTEE MEETING
NOVEMBER 25, 1992

1. MARKETING OF AIRPORT SHOULD INCLUDE MUSEUM

CWH IS A UNIQUE CANADIAN AVIATION MUSEUM AT HAMILTON AIRPORT

- World wide recognition of CWH as a unique aviation museum not yet reflected in Greater Hamilton.

- The museum creates public awareness of and attracts people to the Hamilton Airport especially from April to November through special

events eg.:

Flying Season Opener

Flying Season Closer

Classics of the Golden Age (Car Show)

Dances

Book Signings

Television Shows

Special Interest Groups:

Banquets/Mini-Air Shows with international attendance e.g.

Commonwealth Pharmaceutical Conference

Crime Stoppers

International Association of Police

Ukrainian Guest from the

Disaster Management Conference

Margaret Thatcher Dinner

- Museum is an active participant in Region's "Celebrate" programme

2. OBJECTIVE OF MUSEUM IS TO INCREASE BUS TOUR TRADE WHICH WOULD INCLUDE - "MEAL IN MESS" AND/OR AFTERNOON "HIGH TEA".

WHAT CWHM HAS DONE:

1. Member of Ontario Motor Coach Association and advertiser in related publications e.g. "OMCA Year in Review"

2. Member of Festival Country and advertiser in related publications e.g. "Group Tour Leader/Tour Operators Manual"

3. Advertiser in Greater Hamilton Events Guide and Group Planners Guide

4. Regular attendee at Greater Hamilton tourism meetings, conferences, etc.

5. Participant in promotions with other attractions and hotel properties

6. Location of the Hamilton Spectator Travel Show for 1992 and 1993 (which in its first year of operation attracted 8700 visitors)

7. Improved museum's own signage

WHAT NEEDS TO BE DONE

1. Upgrade Krakow Facility

-washrooms

-kitchen

-furniture

-structure

2. Redefine Bus Tour statistical definition within Economic Development's definition to include special interest groups, not just those arranged through tour operators

3. Work with airlines to promote Museum visits while waiting for flights from Hamilton Airport

4. Better signage to promote museum's location both outdoors and indoors at the main terminal

5. Open gate between General Aviation Area & Terminal Area

TO ACHIEVE ABOVE NEED FIVE YEAR TENANCY FOR KRAKOW.

2.3c)

REGION OF HAMILTON-WENTWORTH
- INFORMATION -

DATE: 1992 November 23

REPORT TO: Chairman and Members
Airport Management Board

FROM: Scott Galbraith
Manager, Business Development

SUBJECT: CANADIAN INTERNATIONAL TRAVEL CONSULTANTS
TRADE SHOW ECO-92-084

RECOMMENDATION:

That this report be received.



Scott Galbraith, Ec.D.
Manager, Business Development

BACKGROUND:

Staff participated in the above trade show at the Harbour Castle Westin Hotel on November 17, 1992. This trade show is a forum for wholesalers, tour operators, airlines and various tourism boards throughout the world to advertise their programs to the travel agents in Ontario and parts of Quebec.

There were over 200 exhibitors and staff obtained information from each encouraging them to look and consider establishing charter flight operations or supporting the current facilities at Hamilton International Airport. In attendance were representatives from SunTrek Holidays Limited who assisted us in the booth to distribute promotional material on their Las Vegas and Florida rotations.

Staff have prepared a mailing list of all exhibitors and will provide promotional and demographical information on the Hamilton-Wentworth Region and in particular the Airport for their consideration in establishing future rotations.

Prepared by Nick Catalano

2.3d)

REGION OF HAMILTON-WENTWORTH
- RECOMMENDATION -

DATE: 1992 November 27

REPORT TO: Chairman and Members
Economic Development and Planning Committee

FROM: Scott Galbraith
Manager, Business Development

SUBJECT: GREATER HAMILTON AIRPORT BUSINESS PARK ECO-92-083

RECOMMENDATION:

- a) That the Regional Corporation enter into a Pre-Servicing Agreement with the Corporation of the Township of Glanbrook for the purpose of permitting the development of the Greater Hamilton Airport Business Park to take place;
- b) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute such pre-servicing agreement on behalf of the Regional Corporation, such agreement to be in a form satisfactory to the Commissioner of Legal Services;
- c) That the Regional Chairman, Regional Clerk and Commissioner of Finance be authorized and directed to execute on behalf of the Regional Corporation any other agreements or documents, with any person required, for the purpose of completing the development of the Greater Hamilton Airport Business Park to take place, proceed, continue or be completed, provided that such agreements or documents are in a form satisfactory to the Commissioner of Legal Services.



Scott Galbraith, Ec.D.
Manager Business Development

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds have been segregated within the Economic Development - Industrial Land Development budget, to finance the servicing. The contract has been tendered and anticipates being awarded in late November of 1992.

BACKGROUND:

The Greater Hamilton Airport Business Park is being developed by the Region of Hamilton-Wentworth. Approximately 37 acres was sold to Southern Ontario Aviation Services Limited and the servicing of the acquired acreage is part of the agreement.

Facilitating and expediting the servicing of this development, the Region must enter into a Pre-Servicing Agreement with the Township of Glanbrook to allow Southern Ontario Aviation Services Limited access to the property for development.

Prepared by Nick Catalano

NC/clc

2.3e)

AIRPORT TENANTS AND OPERATORS COMMITTEE MEETING

November 24, 1992

Canadian Imperial Bank of Commerce
Commerce Place
King & James Branch
1 King Street W., 4th Floor
Hamilton, Ontario
L8N 3H4

Attention: Mr. Milton MacLean
Senior Vice-President

The Hamilton Airport Tenants and Operators Committee (A.T.O.C.) is very much opposed to the closing of your Mount Hope Branch.

As business persons we often have a negative reaction to unsolicited suggestions on how to run our businesses and therefore do not purport to do so, however, it is our intention to bring to your attention the inconvenience to which you are subjecting owners, operators and employees of the Hamilton Airport.

We have a membership of fifteen business owners at the Hamilton Airport, most of whom deal with this branch for business and personal banking. Two of these companies, United Parcel Service and Glanford Aviation Services Ltd. employ in excess of one hundred staff. The loss of your Mount Hope Branch will be a great inconvenience to businesses and employees alike and is sure to cause a migration to the next most convenient location, namely, the Royal Bank, Upper James and Kennedy Branch.

It is our hope that this decision will be reconsidered and that the C.I.B.C. will not reduce it's present service to the banking needs of this growing community and the Hamilton Airport.

Yours truly
A.T.O.C.



William R. Marsh
Secretary-Treasurer

WRM:gm
cc: Hamilton Region Airport Management Board

Milton J. MacLean
Senior Vice-President

Canadian Imperial
Bank of Commerce
Ontario South-West Reg
Commerce Place
1 King Street West
P.O. Box 360
Hamilton, Ontario
L8N 3H4

November 26, 1992

Mr. William R. Marsh
Secretary - Treasurer
Airport Tenants and Operators Committee
Mount Hope, Ontario

Dear Mr. Marsh:

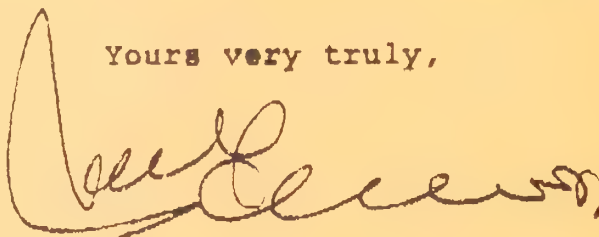
I acknowledge receipt of your letter of November 24 relative to our Mount Hope Branch.

As you are no doubt aware, we have been involved in various forms of feedback from the Community and will shortly be finalizing our plans for Mount Hope.

There will be changes in our hours. As you will know, business success depends on a balance between volumes of business/revenues/costs and we are doing our very best to strike a realistic balance between these three issues and the provision of service to those who find it most difficult to adapt to our new facility which will open at Ryckman's Corners during 1993 - a modern facility with extended hours and all the services which will allow us to respond to the full range of personal and business banking needs.

Thanks for your letter. I assure you that we do not take changes in our business, customer service or success of our business lightly and we are doing our best to take all points of view into account.

Yours very truly,



c.c. Gord Campbell - District Manager
Vicki Romanicki - Branch Manager

2.3f)

SOUTHERN ONTARIO AREA AIRPORTS STUDY

TRANSPORT CANADA - AIRPORTS

will be relocating to the Madison Centre.

Effective December 1, 1992, the new address will be:

Southern Ontario Area Airports Study
Transport Canada - Airports
4950 Yonge Street, Suite 511
North York, Ontario M2N 6K1

The new telephone numbers for the team members will be:

Paul Kavanagh, Project Manager
(416) 954-8200

Trevor Tomkinson, Senior Airport Planner
(416) 954-8203

Kathleen Cook, Airport Planner
(416) 954-8204

The new facsimile number will be:

(416) 954-8208

The number for reception will be:

(416) 954-8205



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